

AUSTRALIAN JESUITS

POSITION / ROLE DESCRIPTION

Position Title: Country Director, Jesuit Refugee Service

ORGANISATIONAL OVERVIEW

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 120 Jesuits. They work in over 30 ministries in companionship with some 1800 women and men who share the Ignatian vision of the service of faith and the promotion of justice.

JRS accompanies, serves and advocates for refugees and people seeking asylum and other forcibly displaced people in our own country. These people face destitution, limbo and homelessness as Government policy grows increasingly unwelcoming and punitive.

We offer dignity and hope through emergency assistance, temporary shelter, a foodbank, professional casework, community activities, employment support, school engagement, facilitating access to legal advice, targeted advocacy, and a project to empower women seeking asylum.

Values

- **Welcoming:** forming strong, faithful relationships
- **Discerning:** being reflective and strategic in all we do
- **Courageous:** standing up boldly to effect change

Foundations of Mission

- Ignatian Spirituality
- Solidarity between Jesuit and Lay
- Mission with the Poor

Universal Apostolic Preferences

- To show the way to God through the Spiritual Exercises and discernment
- To walk with the poor, the outcasts of the world, those whose dignity has been violated in a mission of reconciliation
- To collaborate in the care of our common home
- To accompany young people in the creation of a hope-filled future

Province Priorities

- Nourish our ministries through Ignatian Spirituality
- Heal Humanity and our World
- Form the Young in a Faith Seeking Justice
- Strengthen Jesuit and Lay Partnership in Mission
- Serve Christ Through the Church within our Jesuit and Ignatian Tradition

Call to Mission

The spirit of the Lord is upon me,
because he has anointed me to bring good news to the poor.
He has sent me to proclaim release to the captives and recovery of sight to the blind,
to let the oppressed go free, to proclaim the year of the Lord's favour. (Luke 4:18-19)



ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the *Province, its values and the Three Foundations of Mission*
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the *Province*
- Works closely with the relevant people in all of the *Jesuit ministries* to ensure that Ignatian spirituality is fostered and lived within those ministries
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the *work of the Society* can be completed in the most effective and efficient manner

Respect

- Behaves in a **culturally and linguistically sensitive manner** that respects everyone regardless of their racial or religious background, gender, sexuality, ethnicity or ability
- Provides and promotes an **environment of mutual respect, dignity and fairness** – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and is safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

Ignatian Spirituality

- To support and nurture the ministry's Catholic ethos and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation

Part 1: POSITION SPECIFICATIONS

Position Structure		
Organisation:	The Australian Jesuits	Division: Jesuit Refugee Service Australia (JRS)
Award/Agreement and classification:	N/A	
Reporting structure:	Reports to	JRS Australia Board of Directors
	Direct Reports	Assistant Country Director and Head of Accompaniment and Service Head of Strategy and Operational Sustainability Head of Policy, Advocacy and Communications
Position Objective		
The Director is responsible for the successful leadership and management of the organisation according to the strategic direction set by JRS International and the JRS Australia Board of Directors.		
Position Specific Responsibilities		
KEY TASKS		
<p><i>Leadership</i></p> <ul style="list-style-type: none"> • At all times model the mission and values espoused by JRS • Inspire the staff and volunteers with the compassion and generosity of Fr Pedro Arrupe SJ, the founder of JRS • Participate with the Board in developing a vision and strategic plan to guide the organisation • Identify, assess, and inform the Board of internal and external issues that affect the organisation • Act as a professional advisor to the Board on all aspects of the organisation's activities • Foster effective and transparent engagement, teamwork, and leadership between the Board and the Country Director and between the Country Director and staff and volunteers • Inform and consult the Provincial of the Australian Province of the Society of Jesus • Act as a spokesperson for the organisation • Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate • Represent the organisation at community activities to enhance the organisation's community profile <p><i>Operational planning and management</i></p> <ul style="list-style-type: none"> • Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organisation • Ensure that the operation of the organisation meets the expectations of its clients, participants, and service users, as well as Board and Funders • Oversee the efficient and effective day-to-day operation of the organisation • Draft policies for the approval of the Board and prepare procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate • Ensure that personnel, client, participant, service user, donor and volunteer files are securely stored and privacy/confidentiality is maintained • Provide support to the Board by preparing meeting agenda and supporting materials 		

- Prepare an annual report for the Board, the Australian Province of the Society of Jesus, and supporters and benefactors
- Identify, manage and mitigate material operational and funding risks for JRS Australia.

Programme planning and management

- Oversee the planning, implementation and evaluation of the organisation's programmes and services
- Ensure that the programmes and services offered by the organisation contribute to the organisation's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programmes and services of the organisation to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organisational management and programme delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish and maintain/ensure a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organisation's mission
- Ensure that all staff members receive an orientation to the organisation on commencement and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Ensure appropriate professional development for staff
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- To maximise impact and ensure sustainability, oversee administration, monitoring, and management of JRS finances in line with the Board-approved budget
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation, including monitoring monthly cash flow
- Oversee development and administration of the annual budget as approved by the JRS Board
- Lead and participate in fundraising and other revenue-raising activities and initiatives in collaboration with the relevant staff with the goal of achieving financial sustainability in line with strategic objectives of JRS
- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board and relevant staff to secure adequate funding for the operation of the organisation
- In collaboration with relevant staff, and in consultation with the Board, research funding opportunities, oversee the development of fundraising plans/strategy and funding proposals to increase organisational funds to achieve financial sustainability
- Approve expenditures within the authority delegated by the Board
- Ensure that the organisation complies with all legislation covering taxation and withholding payments

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organisation and to identify changes in the community served by the organisation
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organisations to help achieve the goals of the organisation
- Deepen and refine all aspects of JRS' communications—from web presence to external relations with the goal of shifting the national narrative on the protection of refugees, people seeking asylum and other migrants in vulnerable situations in Australia

Risk management

- Identify and evaluate the risks to the organisation's people (clients, participants and service users; staff, management, and volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board and the organisation carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Safeguarding Children and Young People

Our organisation takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Part 2: Selection Criteria

Mandatory Requirements	
<ul style="list-style-type: none"> • A current Police Records Check • A current Working with Children Check • Demonstrated ability to manage time and be a self-starter • Valid passport and the capacity to travel both nationally and internationally, as required • Work rights in Australia 	
Qualifications	
<ul style="list-style-type: none"> • Tertiary degree in a related field 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Professional Experience	
<ul style="list-style-type: none"> • 5 or more years of progressive management experience in a not for profit sector organisation 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"> • Knowledge of leadership and management principles as they relate to non-profit/ voluntary organisations • Knowledge of all federal and state legislation applicable to not for profit sector organisations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.... • Knowledge of current community challenges and opportunities relating to the mission of the organisation • Knowledge of human resources management • Knowledge of financial management • Knowledge of project management • Knowledge of and commitment to the ethos and ideals of the Catholic Church • Proficient in the use of computers including, word processing, Excel, e-mail and internet • Proficient in the appropriate use of Social Media platforms 	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory
Key Personal Characteristics	
<p>The Director should demonstrate competence in some or all of the following:</p> <ul style="list-style-type: none"> • Adaptability: Demonstrate a capacity and willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. 	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new ways to improve operations of the organisation and to create new opportunities.
- **Focus on Client, Participant and Service User Needs:** Anticipate, understand, and respond to the needs of internal and external clients, participants and service users, to meet or exceed their expectations within the organisational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organisation.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.