





- Oversee and maintain a central data base for Sacramental Coordinators and RCIA Coordinators for the purposes of disseminating resources and event details pertaining to the Office of Worship.
- Creation of resources in collaboration with Liturgy Educator.
- Overseeing purchases and attending to account queries for the supply of resources for the Office of Worship including resources for sacraments, book orders, prayer cards and books.
- Attendance at workshops and events including setting up, hospitality, attending to registration, and the distribution of resources.
- Escalating any problems that arise to the Liturgy Educator.

## ESSENTIAL REQUIREMENTS OF THE POSITION

### Qualifications Licences and Competencies

- Qualifications in Theology and/or Liturgy (desirable)
- Current Drivers Licence.
- Current Working With Children Check Clearance.

### Skills and Experience

- Sound knowledge of and personal commitment to the Catholic Church and its teachings.
- At least three years demonstrable experience in a comparable role in the areas of Liturgy and the Sacraments of the Catholic Church.
- Passion for life in faith, especially in the area of formation for mission.
- Demonstrated experience in supporting leaders in a church context;
- Sound working knowledge of Microsoft Office suite of applications;
- Access to a reliable vehicle as the role requires visiting parishes at sites across the Diocese.
- Understanding the need of usage of technology and innovative ways of sharing faith.
- Highly organised with good attention to detail.
- Project management and strategic planning skills;
- Excellent written and oral communication skills;
- Professional manner and presentation;
- Excellent interpersonal skills and ability to work well with others;
- Willingness to deepen their own formation;
- Ability to operate with absolute discretion and to maintain confidentiality;
- Ability to take initiative and work with limited supervision;
- Attention to detail and a well-ordered approach to work;
- Good time management and demonstrated ability to manage multiple tasks;
- Commitment to service and a willingness to be accountable for their performance; and,
- Ability to work some evenings and weekends as necessary, with flexibility to offset during the weekday.

The Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to the changing needs of our communities. The Diocese may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

The Diocese of Parramatta is a child safe organisation and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children, young people, and vulnerable adults.

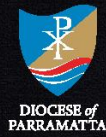
The Diocese of Parramatta is respectful and accepting of individual differences and is committed to embracing diversity and treating all people with dignity. In all that we do in the course of our work, the Diocese of Parramatta acknowledges the traditional custodians of the lands in which the Diocese of Parramatta sits, the land of the Darug and Gundungurra people.

## **Chancery Values**

**Grounded in the Gospel values,  
we are Ambassadors of Christ.**



## The Parramatta Way of Safeguarding is to...



Act with Justice, and state that we have a zero tolerance for any form of abuse or harm to children or any person

Act with justice and ensure that laws and obligations are upheld, and safety is paramount

### And it is to

Love tenderly, as we accept all who come to the Diocese of Parramatta from all walks of life, cultures, and abilities

Love tenderly, as we accept any person for who they are and where they are at in their lives

Love tenderly, as we look after and prioritise children and care for those who may be in a difficult situation or at risk of harm for whatever reason

Love tenderly, as we are servants of the Church, and our role is to walk beside you and support you

### And acknowledge

The traditional custodians of the land in which the Diocese of Parramatta sits - the Darug and Gundungurra people

The lifelong trauma of abuse victims and those failures of the Church to protect children and all adults at risk

The diversity of many cultural groups that reside in Parramatta creating a kaleidoscope of diversity and beliefs that are valued and respected

And celebrate the talents and gifts of the community and families of all abilities

### And promote

The principles of Catholic social teaching of dignity, respect, association, participation, support for the vulnerable, solidarity, stewardship, subsidiarity, equality and the principle of the common good.

*"This is what the Lord asks of you: only this, to act justly, to love tenderly and to walk humbly with your God."  
(Micah 6:8)*

