

## **Edmund Rice Formation Team Member**

Oceania Province of the Christian Brothers  
Edmund Rice Province Formation Team

### **About Us**

The Edmund Rice Formation Team has been established by the Christian Brothers Oceania Province to enrich the vision, mission and values of the staff, volunteers and Board members engaged in the work of the Province Support Centres and a diverse range of Edmund Rice Ministries across Oceania Province. The Formation Team takes responsibility for developing and facilitating formation programs and experiences that aim to deepen the understanding and inspiration of a contemporary Edmund Rice spirituality among all these entities.

### **The Role**

The Formation team member will work collaboratively with the Formation Team in planning, developing and delivering effective formation programs and experiences that will respond to the developmental and diverse needs of the Province personnel. The programs will deepen an appreciation and contemporary understanding of the Edmund Rice charism and current Chapter directions and align with both the Christian story and the Universe story.

The Formation team member will have the opportunity to be part of a dynamic and collaborative team that works both cross-culturally and with local ministries to bring the Edmund Rice spirit alive both within Australia and on occasion, overseas.

### **Selection Criteria**

#### **Qualifications**

Minimum requirement – Bachelor’s Degree in Theology, Spirituality or Religious Education

#### **Person Specifications**

<b>Competency Area</b>	<b>Competencies</b>
<b>1. Values &amp; Principles</b>	Demonstrated experience in aligning with organisation values and principles Willingness to align with the ethos and mission of Edmund Rice Ministries Oceania
<b>2. Development and Delivery of Programs</b>	Previous experience in a similar role of developing and delivering programs and presentations to a diverse audience including young adults.  Experience working in adult education highly regarded.  An understanding of community engagement and capacity building principles.
<b>3. Interpersonal Engagement</b>	Demonstrated experience as a successful, efficient and effective team member.  Demonstrated ability to build and maintain strong relationships and possess interpersonal skills that positively engage with a diverse group of people and levels within the organisation.
<b>4. Time Management and Self-motivation</b>	Experience in operating within time schedules and self-managing work priorities  Ability to work autonomously, take initiative and be a self-motivator

<b>5. Communication and IT Proficiency</b>	<p>Excellent written and verbal skills</p> <p>Demonstrates ability to work in a consultative, cooperative and supportive team environment with staff and/or volunteers.</p> <p>Demonstrates report writing and presentation skills</p> <p>Strong technological proficiency including Microsoft Office suite, Social media platforms and video conferencing.</p>
<b>6. Flexibility</b>	<p>Willingness to work flexibly including working occasional weekends and after hours work in order to meet the needs of the role.</p> <p>Willingness to travel on occasion locally, nationally and internationally</p> <p>Possession of current drivers licence essential</p>
<b>7. Professional Supervision</b>	<p>Willingness to participate in Professional Supervision</p>

**Child Protection:**

Christian Brothers Oceania Province is a child safe organisation, committed to the protection of children and vulnerable adults and has zero-tolerance of any abuse.

Applicants for the position will be the subject to:

- Working with Children Check and Clearance
- Federal Police Check and Clearance
- Comply with the Oceania Province of the Christian Brothers' Child Care, Safety & Protection Policy and Reporting Protocol

The position is full-time and for a maximum term of three years including a 6 month probation period, commencing January 2021.

Salary Range: commensurate with experience and qualifications.

For a copy of the position description or a confidential discussion about the role, contact the HR Department on 03 8359 0117 or email [hr@edmundrice.org](mailto:hr@edmundrice.org)

To apply, please submit your CV and covering letter addressing the Professional Competencies addressed to:

The Formation Coordinator - to [hr@edmundrice.org](mailto:hr@edmundrice.org)  
 Or mail Attention HR: P.O. Box 851 Parkville VIC 3052.

**Applications close 10:00pm (AEST) 20<sup>th</sup> September 2020.**

Please note, only shortlisted applicants will be contacted.