



## Events and Communications Director

0.2 position, fixed term contract for one year

### **ABOUT THE FRANCIS PROJECT**

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We are a Franciscan community of practice in Church and social renewal.

Our approach is drawn from the conversion and example of St Francis of Assisi, who was called by Jesus in 1205, “Francis, can’t you see? My Church is in ruins. Rebuild my Church.”

We practise a proven, Franciscan pedagogy for leading organisational and cultural renewal that is drawn from the example of St Francis, St Clare and the early Franciscan movement. To do this we host training programs for Christian leaders from across denominations and around the world.

This ministry is supported by a team of Practitioners who make a year-at-a-time commitment to journey together under our Rule of Life and support the leadership of our retreats and ongoing development of Franciscan pedagogy.

Our annual prospectus and further information is available at <http://thefrancisproject.com/schools>.



## POSITION SUMMARY

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The purpose of this position is to provide administrative and project management support to the Founding Director in the context of planning, facilitating and evaluating annual intensives, events and fundraising events.

The Events and Communications Director oversees the marketing, recruitment and registration processes for The Francis Project School for Church and Social Renewal.

The position requires an enthusiastic, well-organised and flexible person with a friendly, professional manner.

The Events and Communications Director will report to and be supervised by the Founding Director.

The salary is \$12,582 per annum, inclusive of superannuation.

## SELECTION CRITERIA

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### *Essential:*

1. An interest in Church renewal.
2. An interest in and commitment to developing an understanding of Franciscan pedagogy and spirituality.
3. Demonstrated work experience in all aspects of office management and administrative procedures.
4. A high level of attention to detail and accuracy in documentation, data entry and follow-up on processes.
5. A high level of interpersonal and communication skills (written and oral).
6. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.



7. The ability to positively contribute to and work within a team environment in addition to working independently.
8. A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of The Francis Project.
9. Well-developed keyboard skills and computer literacy in Microsoft Applications with the ability to learn new systems.
10. Experience in maintaining confidential records.
11. Ability to problem solve, negotiate and analyse issues within the scope of this position.

*Desirable*

12. Experience in event management, including overseeing design, monitoring and evaluation processes.
13. Graphic design skills.
14. Experience in developing and implementing social media strategies.
15. Experience leading a ministry team or participating in a ministry team.

*Further Information:*

Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for an interview evidence of status will be required.

The successful applicant must secure a Working with Children approval.



#### KEY RESPONSIBILITIES

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1. Provide administrative support to the Founding Director in relation to filing, word processing tasks and correspondence matters including managing invoices and evaluation surveys, assisting with room allocations, conducting initial interviews with applicants, conducting reference checks and maintaining a student database.
2. Contribute to specific tasks and projects as directed by the Founding Director, including planning and managing registrations and setting up for an annual fundraising dinner.
3. Prepare evaluation reports for consideration by the Board.
4. Assist with the promotion and recruitment of the School for Church and Social Renewal.
5. Assist with risk management processes including undertaking Child Protection Audits of venues and developing and setting up children's activities.
6. Liase with potential partner organisations.
7. Assist with researching and preparing grant applications.
8. Within a team environment, maintain accurate and reliable information that can be delivered to students on schedule and in the form required, about events and activities within the life of The Francis Project.
9. Assist with marketing and recruiting processes including developing and monitoring social media posts, editing vlogs and podcasts and publishing a monthly e-newsletter.
10. Maintain a database of content for a monthly e-newsletter and liase with Practitioners about annual submissions.
11. Assist with updating The Francis Project website.
12. Assist with the design and preparation of PowerPoints, Curriculum Booklets and an Annual Prospectus.



## CHARACTER & CODE OF CONDUCT

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Our Staff agree to live by a Staff Code of Conduct, which is as follows:

1. In my relationships I will seek to act with respect and honesty, in an attitude of service.
2. In my speech and use of email and social media I will be truthful, avoiding exaggeration, misrepresentation and gossip.
3. I will be prepared and punctual, considering the needs of those to whom and with whom I minister and learn, and loyal to those who lead me.
4. In situations where conflict and division occur, I will pursue reconciliation where possible and act in accordance with The Francis Project Grievance Policy.
5. I will promote a safe environment where sexual harassment or abuse is neither tolerated nor able to take place undetected.
6. I will advocate and practise respect, courtesy and dignity for all people, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute.
7. In financial matters I will act with honesty and account for all monies handled by me on behalf of others.
8. I will promote the safety of children and young people who may participate in events hosted by The Francis Project, without prejudice, in accord with the Child Protection Policy.
9. I will take all reasonable steps to protect children from abuse which includes but is not limited to listening and responding to views and concerns that children, parents or other adults may share with me.



10. I will report any allegations or suspicions of child abuse to the Directors of the Francis Project or a member of the Board.
11. I will not enter into a special\* relationship with a minor (who is not my biological, adoptive or guardian child) other than that which is appropriate within a Child-Leader relationship. If such a relationship occurs due to close family friendships outside of The Francis Project, I will ensure to make the Directors aware of this.
12. I have received a copy of the Child Protection Policy and have read this document and agree to abide by all that is contained in it.
13. I will let the person to whom I am immediately accountable in The Francis Project know when I am not able to follow this code with integrity.
14. I will participate in any training organised by The Francis Project Directors and will cooperate with any complaints made under this Code.
15. In my work I will encourage and teach the values in this code.

\* Note: 'Special' suggests forming a distinctive relationship with one minor that may resemble that of a close friend, best friend, partner, biological child or another type of relationship that would be inappropriate, unprofessional or uneven due to the context.



#### **TRAINING OPPORTUNITIES AND WORK ARRANGEMENTS**

Staff will have the opportunity to participate in the Practitioner's Training Retreat as part of their annual professional development.

Opportunities to obtain and/or maintain First Aid accreditation will also be provided as part of this role.

The Events & Communications Director will have flexibility to work from home or access office space throughout the week and can nominate their preferred work days. This role involves meeting with the Founding Director fortnightly and attending scheduled retreats and intensives in order to assist with coordinating setup and clean up.