

# AUSTRALIAN JESUITS

## POSITION / ROLE DESCRIPTION

**Position Title: Sales Officer – Australian Catholics**

### 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.

#### 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

1. Ignatian Spirituality
2. Solidarity between Jesuit and Lay
3. 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
- Establishes and builds productive working relationships with stakeholders within the Australian Jesuit Province and external organisations to ensure the work of the Society can be completed in the most effective and efficient manner
- Supports and fosters Ignatian Spirituality across Jesuit ministries

### Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their 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 and contributes to 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 be 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 Province's Catholic ethos and Ignatian charism
- Participation and completion of Ignatian Induction and Ignatian Formation

## Part 1: POSITION SPECIFICATIONS

Position Structure			
<b>Organisation:</b>	Jesuit Communications	<b>Division:</b>	N/A
<b>Award/Agreement and classification:</b>	None		
<b>Reporting structure:</b>	Reports to	Head of Publishing and Digital Content	
	Direct Reports	None.	
Position Objective			
<p>This role is responsible for supporting <i>Australian Catholics'</i> work in engaging schools and parishes, in line with the purpose and vision of Jesuit Communications - to create and connect with communities, by starting and nurturing deeper conversations about faith and justice, to build a better world.</p> <p>The Sales Officer will be responsible for helping us create connections with Catholic school RE leaders and share with them how the Australian Catholics Education Hub can support them in their mission and work.</p>			
Position Specific Responsibilities			
<b>KEY TASKS</b>			
<ul style="list-style-type: none"> <li>• Becoming familiar with the Australian Catholics Education Hub and its offerings for Catholic schools, particularly with how it might help and support RE leaders.</li> <li>• Working with our Relationships Manager to put together pitches to potential subscribers.</li> <li>• Draw on our online sales database to telephone and connect with school RE leaders to talk to them about our Australian Catholics Education Hub.</li> <li>• To sign schools up for a free trial, or if they've previously had a trial, to follow up with them about taking up a subscription to the Education Hub.</li> <li>• To update the online sales database following any contact, and to pass on any firm sales leads to the Relationships Manager to follow-up.</li> </ul>			

## Part 2: Selection Criteria

Mandatory Requirements	
<ul style="list-style-type: none"><li>• A current Police Records Check</li><li>• A current Working with Children Check</li><li>• Demonstrated ability to manage time and be a self-starter</li><li>• Strong interpersonal skills</li><li>• Ability to manage workload</li></ul>	
Qualifications	
<ul style="list-style-type: none"><li>• No qualifications required, however some background in education or experience working in Catholic schools is ideal.</li></ul>	
Professional Experience	
<ul style="list-style-type: none"><li>• Experience in Catholic spirituality, parish, education or youth ministry</li></ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"><li>• Understanding of what makes for engaging content for RE and faith formation.</li><li>• Understanding of and/or interest in the Jesuits and their mission and the Catholic Church.</li></ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory
Key Person Skills/Abilities	
<ul style="list-style-type: none"><li>• Ability to manage time, work independently</li><li>• Self-motivated</li><li>• Strong interpersonal skills</li><li>• Professionalism, attention to detail and accuracy</li><li>• Ability to build relationships with stakeholders</li><li>• Flexibility, responsiveness and maturity</li><li>• Collaborative team player capable also of working autonomously, including working remotely if required</li></ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory

Signature: of supervisor

Date: \_\_\_\_\_

Role number: <<>>

Date reviewed: <<>>