



Aid to the
Church in Need

ACN AUSTRALIA

POSITION: Diocesan Outreach Assistant

REPORTING TO: Outreach Coordinator

THE ORGANISATION

Aid to the Church in Need (ACN) is a Pontifical Foundation dedicated to the persecuted and suffering Church. Founded by Fr Werenfried van Straaten O.Praem in 1947 as a Catholic aid organisation for war refugees, ACN is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of over 400,000 benefactors worldwide, ACN raises approximately AUD \$200 million each year for some 5000 projects in 140 countries. ACN Australia began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work.

THE ROLE

The role of the Diocesan Outreach Assistant is to share the work of Aid to the Church in Need across Australia through the delivery of twelve parish presentations across the course of a year (an average of one per month).

These roles will begin in Sydney in January 2019 (the Dioceses of Sydney, Parramatta and Broken Bay), but later in 2019 will expand across the nation and as such applications from all locations are welcome.

The primary tasks of the Diocesan Outreach Assistant are:

- To raise awareness of Aid to the Church in Need's work supporting suffering and persecuted Christians.
- To increase the number of active benefactors of Aid to the Church in Need by collecting the names of interested persons.
- To raise income by inspiring people to make donations and/or to purchase books and other religious items.

Presentations will take place in parishes during the weekend Masses and the same presentation is repeated during all the weekend Masses in a particular parish. Following each Mass, the Diocesan Outreach Assistant sells book and religious items and encourages people to sign up for more information.

KEY REQUIREMENTS

- A committed and active Catholic with a knowledge and understanding of their faith
- An understanding of the mission and work of Aid to the Church Need
- A good communicator and a confident public speaker
- Physically able to cope with travel and setting up the stall/information booth

- Confident in the general use of the internet, email, Word and Excel
- A current driver's licence and a willingness to travel within the designated area
- Friendly and respectful in manner
- Professional in approach
- Able to relate to people at all levels
- Happy to work under pressure
- Able to be work independently and be self-motivated

TRAINING

All Diocesan Outreach Assistants will be given formation and training around the mission of Aid to the Church in Need and the specifics of delivering parish presentations. Ongoing support will be provided.

REMUNERATION

The Diocesan Outreach Assistant is paid a total of \$6000 per annum. This covers the twelve annual presentations which involve talk preparation, stock ordering, data processing, booking in the weekend with parishes, travel to parishes, set up of the stall and delivery of the presentation.

The Diocesan Outreach Assistant will be employed on a twelve-month part-time contract in which they commit to deliver the presentations. Performance will be reviewed annually with the opportunity for contract renewal for a further twelve months.

APPLICATION

To apply for the position of Diocesan Outreach Assistant please email your CV with a cover letter outlining:

- The reason you are applying for this role
- Any relevant experience, whether paid or voluntary
- Any facts about yourself that might assist your application

Email your application directly to:

Cecilia Figueroa
 Outreach Coordinator
 Aid to the Church in Need Australia
cecilia@aidtochurch.org

Please note there is no formal closing date for this position. Early applications are encouraged and suitable candidates may be shortlisted as applications are received.

For more information on the position contact Cecilia via email or by phoning 1800 101 201.