



Christian Brothers Oceania Province & Edmund Rice Ministries Oceania Position Description

Title: ERMO Executive Officer
Reports to: ERMO Board
Direct Reports: ERMO Executive Team, Province Ministries Formation Coordinator, Child Protection Coordinator, Local Ministry Board Representatives
Based at: Brisbane or Melbourne

Context:
 In July 2018 Oceania Province of the Christian Brothers established Edmund Rice Ministries Oceania (ERMO) to have oversight of the sixteen ministries around Oceania that look to the life and example of Blessed Edmund Rice as their inspiration. The ERMO Board has established the role of Executive Officer (EO) to provide Executive oversight and operational leadership for these ministries.

Position Purpose:
 Under the direction of the ERMO Board the purpose of the Executive Officer role is to provide Executive oversight and operational leadership and to ensure the needs of the Province and its ministries are met.

Key Accountabilities and Responsibilities:
 The Executive Officer reports directly to the ERMO Board.

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| Operational Leadership | <ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Have leadership of the ERMO Executive Team. ○ Chair Executive Team meetings. ○ Engage in Professional Supervision, Professional Development and undertake a Performance Review. ○ Participate in Formation opportunities offered by the Oceania Formation Team annually ○ Become aware of and supportive of the spirituality that underpins Edmund Rice Ministries ○ Engage Human Resource Management support where necessary ○ Engage Risk Management briefings and support where necessary • Budgets / Fundraising/ Resourcing - <ul style="list-style-type: none"> ○ Present the yearly budget for Board approval. |
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| | <ul style="list-style-type: none"> ○ Manage the resources of ERMO within the budget guidelines. ○ Work closely with ERMO Board finance sub-committee and with Oceania Province Finance Office ○ Support ministries in Grant writing, partnership identification, sponsorship opportunities and budget submissions. ○ Establish priorities for achievement of resilience, self-sufficiency and sustainability in resourcing. ○ Enact and monitor Agreements in place between ERMO and the ERFA Board re ministry funding ○ Develop integrated processes of Ministry Grant applications for both ERMO and ERFA ○ Support ministries in financial reporting processes ○ Receive and review the annual budgets of all ministries. ○ Support ministries in the preparation and submission of Budgets to the ERMO Board for approval. ○ Report to the ERMO Board Governance, Finance and Risk committees on a regular basis. <ul style="list-style-type: none"> ● Risk <ul style="list-style-type: none"> ○ Oversee processes to identify risks associated with the day to day operation of ERMO Mission. |
| ERMO values and programme | <ul style="list-style-type: none"> ▪ Represent ERMO at professional and mission forums. ▪ Clearly articulate the mission of ERMO and harness good news stories from the ministries that make up ERMO. ▪ Meeting regularly with the ERMO Mission and Identity Officer. ▪ Consistently present ERMO and its mission, program and services in strong, positive images. ▪ Personally witness to the core values of ERMO through reflective practice, engaging in formation opportunities, communications to the wider ERMO community and personal involvement in mission. |
| Executive Team Oversight | <ul style="list-style-type: none"> ▪ Delegate tasks to the ERMO Executive Team where appropriate. ▪ Through appropriate subsidiarity and collaboration establish appropriate delegations and authorities. ▪ When necessary oversee the recruitment processes for new members of the ERMO Executive Team in collaboration with the Board. ▪ Work closely with the Resource Directorate of the Province. ▪ Manage the work conditions of the Executive Team in partnership with the Resource Directorate. |
| Strategic Planning | <ul style="list-style-type: none"> ▪ Develop in collaboration with the ERMO Executive Team an ERMO Strategic Plan, to include formation linked to Ministries, for input into and approval by the ERMO Board. ▪ Clearly articulate the aims, objectives, strategies, responsibilities, timelines and resources necessary to achieve the mission of ERMO. |

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| | <ul style="list-style-type: none"> ▪ Ensure that an effective Missiology underpins the endeavours of ERMO. ▪ Ensure that the Ministries of ERMO both reflect and are conversant with the ministry directions articulated by Congregational Chapters and gatherings. ▪ Invite the Indigenous voice in developing mission and formation experiences and initiatives. ▪ Where necessary propose new sustainable Ministries in response to analysed and researched local need. ▪ Oversee the design, marketing, promotion, delivery and quality of programs, products and services under ERMO. ▪ Develop evaluation strategies for the mission of ERMO and oversee adjustments to the Strategic Plan in response to feedback and evaluation. ▪ Where necessary establish research and action research processes to ensure development of contemporary best practice in Formation and Ministry |
| Child Protection | <ul style="list-style-type: none"> ▪ Ensure that child protection policies and protocols are reviewed regularly and adhered to in consultation with the Province Policy committee. ▪ Be the line manager for the ERMO Safeguarding Officer. ▪ Develop with the ERMO Executive Team and the Safeguarding Officer an ERMO Strategic Plan for Child Protection and support of vulnerable adults. |
| Local Ministry Board Oversight | <ul style="list-style-type: none"> ▪ Have oversight of processes associated with Local Ministry Board (LMB) membership. The EO would present names for consideration and approval by the ERMO Board after engagement in a process of discernment with the Local Ministry Board (LMB). ▪ Implement appropriate processes to enable the presentation to the ERMO Board Chair and Board suitable candidates for appointment to LMBs for all Board Chairs. ▪ Ensure effective communication between LMB and the ERMO Board. ▪ Plan a bi-annual LMB Chairs' conference with the ERMO Board. ▪ Oversee the implementation of <i>The Design</i> for Local Ministry Boards. ▪ Support the ministry of LMB's through regular communication and an updated and relevant LMB Handbook. ▪ Develop and maintain systems of communication and record / data / reporting flow between the ministries and the EO and ERMO Board. ▪ Liaise with the ERMO Mission Director to ensure that the induction and formation of Ministry Leaders and Board members takes place on a regular and strategically planned basis. ▪ Liaise with the ERMO Mission and Identity Officer and LMBs as to the formation plan for each ministry and the ongoing covenant relationship ▪ Engage with the Boards of Independent ER Ministries in relation to their governance status with ERMO and the resultant responsibilities. |

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| | <ul style="list-style-type: none"> ▪ Receive, review and where necessary respond to all board minutes of ER Ministry Boards ▪ Maintain appropriate records of all Independent ER Ministries (Board appointments, staff appointments, financial records, minutes of board meetings, correspondence, formation plans and covenant relationship plans) |
| Relationships | <ul style="list-style-type: none"> ▪ Achieve successful communication and collaboration with others to ensure the effectiveness of ERMO Mission and for the mutual benefit of the parties; typically with such others as Director of Province Resources, Ministry Leaders and Boards, Edmund Rice Education Australia, Edmund Rice Foundation Australia, service providers and user groups. ▪ be the key contact point between ERMO and; <ul style="list-style-type: none"> ▪ Edmund Rice Education Australia (EREA) ▪ Edmund Rice Foundation Australia (ERFA) ▪ The Mission Capacity Support Team (MCST) ▪ Edmund Rice International (ERI) – Geneva ▪ Liaise with and act on behalf of ERMO Board in maintaining relationship with ERFA as key funding body for ministries. |
| Communications and Events | <ul style="list-style-type: none"> ▪ Enhance Media and Public Profile of the Province. ▪ Integrate media streams, publications, electronics, live feeds etc. ▪ Effectively share the ‘good news’ of ERMO ministries with those who make up the Oceania Province of the Christian Brothers. ▪ Plan a bi-annual Ministry Leaders’ conference with the ERMO Board. ▪ Support the development of networking and partnership opportunities for Ministries with like-minded bodies eg EREA. |
| Legal, Governance and Compliance | <ul style="list-style-type: none"> ▪ Have oversight of all formal legal agreements and covenant, partnership agreement and ER Licensing agreement processes with all independent Edmund Rice ministries. Will report to and liaise with the ERMO Board about these processes. Will be the conduit between the ministries and the Board as regards emerging issues linked to these charism relationships. ▪ Ensure compliance with ERMO Policies by all Ministries and manage compliance issues that may emerge. ▪ Establish and maintain relevant policies in support of Mission. ▪ Have oversight of ongoing governance issues involving ministries that use the name ‘Edmund Rice’. ▪ Monitor, maintain and where appropriate renew documents related to governance of ministries. ▪ Engage in ongoing dialogue on behalf of the ERMO Board with the Board of Callan Service National Unit (CSNU). |
| Reporting / Other | <ul style="list-style-type: none"> ▪ Report to the ERMO Board through the Board Chair ▪ Table a regular report to the ERMO Board at each Board Meeting |

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| | <ul style="list-style-type: none"> ▪ Implement Board decisions as required for the smooth operation of ERMO ▪ Attend Board meetings in a non-voting capacity ▪ Collaborate with the Board Chair in raising an agenda for each Board meeting ▪ Implement the Decisions of the ERMO Board ▪ Present to The Board issues concerning Ministries ▪ Make representation to the Board on behalf of ministries ▪ Assess ministry needs / issues that require Board discernment and decision ▪ Ensure that the required secretarial support for the ERMO Board and its meeting is available ▪ Arrange conferences and workshops as authorised by ERMO Board ▪ Through the Board Chair regularly communicate with the Oceania Province Leadership team ▪ Carry out other duties as reasonably requested by the ERMO Board. ▪ Attend meetings of the sub committees of the ERMO Board in an ex-officio capacity. |
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Corporate Accountabilities and Responsibilities

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| Operate as a Team Member | <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of the Executive team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of Edmund Rice Ministries, and undertaking other key responsibilities or activities as directed by the Board Chair of ERMO. • Communicate with personnel internal and external to the Executive team to ensure understanding of distribution of workload and awareness of timeframes. |
| Work Health and Safety | <ul style="list-style-type: none"> • Be proactive in caring for the health and safety of all people working within ERMO • Proactively ensure all appropriate actions are taken to implement WHS policies, procedures, training and legislative requirements • Actively participate in training and report hazards |
| Risk and Governance | <ul style="list-style-type: none"> • Ensure all members of the EMO Executive team operate in line with the Christian Brothers policies, code of conduct, ethics and values • Actively participate in training and report risks |
| Continuous Improvement / Quality Management | <ul style="list-style-type: none"> • Apply quality management and continuous improvement processes to all activities under direct control. • Edmund Rice Ministries Oceania recognizes that the skills and knowledge of its employees are critical to the success of the organization. Hence, ERMO: |

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| | <ul style="list-style-type: none"> ○ Encourages continuous improvement through educational and formation channels; so that employees can maintain and improve job-related skills or enhance their ability. ○ Supports employees' interests to further their education and broaden their knowledge. ○ Strongly encourages leaders to discuss performance development and continuous improvement on a regular basis including attendance at workshops and seminars as appropriate to focus on current trends in their field or industry. ○ Expects personnel continually to explore, develop and participate in activities or formation initiatives that lead to continuous improvement professional development and a deeper understanding of and commitment to the Edmund Rice ethos. |
| Authority Limits | <ul style="list-style-type: none"> • All expenses incurred must follow and be in accordance with policies and procedural requirements. |

Person Specification

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| <ul style="list-style-type: none"> • Qualifications and Experience: | <p>Essential</p> <ul style="list-style-type: none"> ▪ Experience working at an Executive level with a National Board. ▪ Previous experience and success in facilitation and group processes ▪ Capacity to work with organisations across different contexts and cultures ▪ Ability to work successfully with a religious institute or faith based agency ▪ Ability to work collaboratively at a senior level ▪ Commitment and witness with the Catholic tradition to the Church's mission and values ▪ Compliance with statutory and Province requirements in respect to Child Safety and legal standing. |
| <ul style="list-style-type: none"> • Knowledge and Skills: | <p>Essential</p> <ul style="list-style-type: none"> ▪ Willingness and ability to travel extensively nationally and internationally ▪ Willingness to work flexible hours in order to meet the demands of the role |