

POSITION DESCRIPTION (PD) FOR <b>National Manager, Schools Engagement (NMSE)</b>			
<b>Position Title (Generic):</b>	Manager	<b>Position Title (Specific):</b>	National Manager, Schools Engagement
<b>Reporting to:</b>	Director of Community Engagement	<b>Direct Reports:</b>	Schools Engagement Coordinators for QLD, VIC/TAS, and NSW/ACT
<b>Position Location:</b>	Community Engagement	<b>Position Code:</b>	NMSE-FT
<b>Full Time Equivalent (FTE):</b>	Full-time=1.0FTE	<b>Date:</b>	12/05/2026
<b>Employment Type:</b>	Permanent	<b>Rem Code:</b>	HI
<b>Financial Authority:</b>	<input checked="" type="checkbox"/> Authority level to: [ ] <input checked="" type="checkbox"/> Credit card to monthly cap of \$3000.00	<b>Rem Steps:</b>	From: S29 To: S37
		<b>Award</b>	No Award - ACBC guidelines
<b>About Catholic Mission</b>	Catholic Mission (CM) is the Pope's international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.		
<b>Purpose of Role</b>	<p>The National Manager, Schools Engagement (NMSE) leads the strategic development and national delivery of CM's schools engagement program, including Socktober, Australia's flagship schools campaign for World Mission Month. The role is responsible for shaping and implementing CM's national schools strategy, strengthening engagement with Catholic education communities, and leading and equipping teams across Australia to deliver impactful school engagement and fundraising outcomes.</p> <p>Working collaboratively across Community Engagement, Mission Formation, Communications, and Diocesan teams, the NMSE drives the ongoing growth, effectiveness, and sustainability of Socktober and CM's broader schools engagement initiatives. The role also provides leadership to schools engagement staff nationally and oversees selected diocesan schools portfolios during a transitional staffing period.</p> <p><b><u>About Socktober</u></b></p> <p>Socktober is CM's national schools fundraising and engagement campaign for World Mission Month, engaging students and school communities across Australia in mission. Through fundraising activities, classroom resources, and formation opportunities, Socktober encourages students to take meaningful action in support of children and communities around the world while raising vital funds for CM's international programs in areas including education, healthcare, and community development. The campaign aims to build long-term engagement with school communities by combining faith in action with impactful fundraising outcomes.</p>		
Primary Duties & Key Performance Indicators (KPIs)			
Key Responsibility Areas – Expected End Results		Key Performance Indicators (KPIs) – Measures of Success	
<b>1. National Schools Strategy &amp; Program Development</b>  Lead the ongoing development and implementation of CM's national schools strategy, ensuring schools engagement initiatives remain mission-aligned, strategically focused, and responsive to the evolving Catholic education landscape across Australia.		<ul style="list-style-type: none"> <li>National Schools Strategy is developed alongside the organisational strategy, then reviewed, refined, and implemented annually.</li> <li>Programs and initiatives, including fee-for-service workshop delivery, contribute to sustainable schools engagement and fundraising outcomes.</li> <li>Opportunities to strengthen engagement, participation, and fundraising effectiveness are identified and progressed.</li> <li>Schools engagement initiatives align with broader organisational priorities across Community Engagement and Mission Formation.</li> </ul>	

	<ul style="list-style-type: none"> <li>Emerging trends and opportunities within the Catholic education sector are monitored and integrated into strategic planning.</li> </ul>
<p><b>2. Socktober Leadership &amp; Campaign Delivery</b></p> <p>Lead the national planning, coordination, and delivery of the Socktober campaign, ensuring strong campaign execution, participant engagement, and alignment with CM’s broader engagement and fundraising objectives.</p> <p>This includes oversight of campaign strategy, digital platforms, resources, communications journeys, supplier coordination, and campaign evaluation.</p>	<ul style="list-style-type: none"> <li>Campaign timelines and deliverables achieved within agreed budgets.</li> <li>Participant experience and engagement opportunities enhanced annually.</li> <li>Campaign performance is evaluated with recommendations implemented for continuous improvement.</li> <li>National rollout is effectively coordinated across diocesan and schools engagement teams.</li> </ul>
<p><b>3. Strategic Partnerships &amp; Sector Engagement</b></p> <p>Develop and maintain strategic relationships across Catholic education networks, diocesan stakeholders, sporting organisations, ambassadors, and aligned partners to strengthen the reach, visibility, and long-term sustainability of CM’s schools engagement initiatives.</p>	<ul style="list-style-type: none"> <li>Strategic relationships are established and maintained with key education stakeholders and partners.</li> <li>Opportunities for collaboration, sponsorship, and engagement are identified and progressed.</li> <li>CM maintains visible and credible representation within relevant education and sector forums.</li> <li>Partnerships contribute to increased engagement opportunities and program sustainability.</li> </ul>
<p><b>4. National Team Leadership &amp; Capability Development</b></p> <p>Lead, mentor, and support schools engagement staff nationally to deliver consistent, high-quality engagement outcomes aligned with CM’s strategic priorities.</p> <p>Support diocesan teams and stakeholders to strengthen fundraising confidence, engagement planning, and implementation capability within school communities.</p>	<ul style="list-style-type: none"> <li>Schools Engagement staff demonstrate strong understanding of campaign strategy, systems, and engagement approaches.</li> <li>Staff are supported to achieve schools engagement and fundraising objectives within their regions.</li> <li>National collaboration and consistency across schools engagement activities is strengthened.</li> <li>Annual operational planning and performance review processes are completed effectively.</li> </ul>
<p><b>5. Compliance and Best Practice</b></p> <p>Comply with all applicable policies, guidelines, and procedures, both internal and external.</p>	<ul style="list-style-type: none"> <li>All CM policies and code of conduct are observed and adhered to at all times.</li> <li>The FIA Code Course is completed at induction, and updates are noted.</li> <li>Industry best practice is observed and followed.</li> <li>Breaches of policy or Code are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/or vulnerable people.</li> <li>Safe work practices are observed in accordance with training and instruction given.</li> <li>Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>Consultative processes provided by Catholic Mission are engaged.</li> </ul>

<b>Challenges of the Position</b>	
<ul style="list-style-type: none"> <li>• Encouraging staff operating in a decentralised model to successfully outwork a national strategy and program.</li> <li>• Strengthening confidence and capability among schools and staff in online fundraising and fee-for-service workshops.</li> <li>• Balancing strategic leadership and program oversight with holding portfolios for Perth and Wagga Wagga.</li> <li>• Working additional hours and occasional interstate travel may be necessary and will accrue time in lieu.</li> </ul>	
<b>Skills and Attributes</b>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience building or growing engagement programs, campaigns, or partnerships across multiple stakeholder groups.</li> <li>• Experience leading or influencing geographically dispersed teams.</li> <li>• Experience engaging with schools, education, youth, or community sectors.</li> <li>• Experience of managing a campaign or project end to end, including planning, execution, monitoring and evaluation.</li> <li>• Demonstrated experience developing and implementing engagement, campaign, or program strategies.</li> <li>• Experience facilitating faith-based formation and/or education in a faith-based setting desirable.</li> <li>• Experience presenting in public settings, e.g., events, conferences, gatherings.</li> <li>• Experience working with content management systems (e.g., Funraisin, WordPress) desirable.</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to identify opportunities for innovation and continuous improvement across programs and engagement strategies.</li> <li>• Strong influencing, relationship building, and stakeholder engagement capability.</li> <li>• Ability to balance strategic leadership with operational delivery.</li> <li>• Awareness of sustainable fundraising and engagement practices.</li> <li>• Ability to develop, review and refine strategy.</li> <li>• Excellent project management skills across broad stakeholder groups.</li> <li>• Vision for enhancing various aspects of a program to meet changing annual targets.</li> <li>• A team player with highly developed collaborative skills.</li> <li>• Ability to analyse and solve problems.</li> <li>• Ability to work independently with sound time management and organisational skills.</li> <li>• Digital skills, including in content management systems.</li> <li>• Presentation, facilitation, and teaching skills. Comfortable presenting to groups of different sizes.</li> </ul>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Understanding of, and commitment to represent Catholic principles, values, and global mission.</li> <li>• Familiarity with the Catholic Education Sector in Australia desirable.</li> <li>• A tertiary qualification in a relevant discipline, e.g., Fundraising, Communications, Marketing, Business or Management.</li> <li>• Familiarity with online software, including Microsoft Office suite, Adobe Creative Cloud, and Dropbox.</li> <li>• Knowledge of fundamental principles of fundraising and communications.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All applicants must be eligible to work within Australia.</li> <li><input checked="" type="checkbox"/> A National Criminal History Check is required for this position.</li> <li><input checked="" type="checkbox"/> Ability to obtain a Working with Children Check in every state/territory is required for this position.</li> <li><input checked="" type="checkbox"/> This position requires occasional interstate travel.</li> <li><input checked="" type="checkbox"/> This position requires a driver's licence.</li> <li><input checked="" type="checkbox"/> Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line manager's directive, adherence to program, HR and Finance policies and procedures.</li> <li><input checked="" type="checkbox"/> You will receive a Mobile Phone Allowance of \$325pa.</li> <li><input checked="" type="checkbox"/> Capacity to work outside standard business hours.</li> </ul>

Key Stakeholders/Relationships			
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Community Engagement Director</li> <li>• Schools Engagement Coordinators</li> <li>• Community Engagement (Fundraising) Team</li> <li>• Mission Formation Director and Team</li> <li>• Digital Specialists</li> <li>• Diocesan Directors</li> </ul>	<b>External</b>	<ul style="list-style-type: none"> <li>• School Principals</li> <li>• School Executive</li> <li>• Religious Education Leaders and Teachers</li> <li>• Catholic Education Office executives and staff</li> <li>• Funraisin account manager and support staff</li> <li>• Parents and Supporters</li> </ul>
<b>PREPARED BY</b>		<b>REVIEWED BY</b>	
<b>Name</b>	Adrienne Williams	<b>Name</b>	Sharon Messina
<b>Position Title</b>	Director of Community Engagement	<b>Position Title</b>	HR Director
<b>Date</b>	12/5/2026	<b>Date</b>	12 May 2026
<b>AUTHORISATION</b>			
<b>Name</b>	Peter Gates		
<b>Position Title</b>	National Director		
<b>Date</b>	12/5/2026		