# Position Description

**Executive Secretary of the Justice and Peace Commission**

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| Reports to | Vicar for Social Impact & Communications and to the Chairperson and Executive Committee of the Commission for work done behalf of the Commission. |
| Organisation | Catholic Diocese of Auckland  |
| Relationships | Chair JPC; Vicar of Social Impact and Communications; JPC executive; JPC committee convenors; Deaneries through the Auckland Diocese; Parish facilitators |
| Date reviewed | April 2023 |

**Position overview**

To promote, encourage and support the work of the Diocesan Justice and Peace Commission as Executive Secretary

The Justice and Peace Commission (JPC) is an organisation commissioned by the Bishop of Auckland. It is mostly operated by volunteers. The JPC currently comprises a Commission of 15-20 members who meet for a day quarterly, eight committees who meet monthly; each Committee has its own area of interest in advocacy and education concerning justice and peace. In addition, there are Social Justice Contacts in parishes.

Committee members and Social Justice Parish Contacts participate in a combined meeting with Commissioners and the Bishop twice a year. The work of the Commission between meetings is managed by an Executive Committee made up of the Chair, Deputy Chair, an Executive member elected by Commissioners, the Executive Secretary and the Vicar for Social Impact and Communication.

The **Executive Secretary** is an ex-officio a member of the Commission and its Executive and as a staff member of the Diocesan Social Impact and Communication Group, is subject to the terms and conditions of employment stipulated by the Diocese.

**Key Accountabilities**

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| Mission Map | * Integrate the Catholic Diocese Auckland purpose, priorities, staff values and our way of working into work practices and relationships.
* Model behaviour in line with the Diocese purpose, priorities, staff values and our way of working.
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| Oversee the overall work of the Justice and Peace Commission (JPC) | * Take part in the leadership team, i.e., the Executive Committee of the JPC as an ex officio member.
* Work in close association with the Vicar for Social Impact and Communication, the Chair, and other members of the Executive in the day-to-day operation of the JPC.
* Schedule, prepare agendas, attend, and take minutes for the monthly meetings of the Executive Committee.
* Communicate with members of the Executive regarding decision making on JPC matters as frequently as needed.
* Act as liaison and contact person between the JPC and other faith organisations.
* Initiate activities that create public awareness and appreciation of the work of the JPC with approval and support of the Executive
* Coordinate in association with the Chair the quarterly newsletter *Whāia te Tika*; be responsible for its content and distribution.
* Maintain JPC network data bases and archives of JPC activities.
* Maintain JPC website and other social media; ensuring information is accurate, relevant and up to date.
* Prepare annual budget of the JPC to be presented for approval by the Diocese through the Vicar of Social Impact and Communication
* Facilitate financial support of JPC volunteers in their work by providing timely information and reimbursement of expenses.
* Report on expenditures and transactions to the Vicar for Social Impact and Communication.
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| **Provide Administration support for the JPC and its committees** | * manage day-to-day external and internal correspondence related to the JPC.
* Organise four meetings a year for JPC members: including drafting agendas, collecting, and collating meeting papers and minutes to be distributed one week before meeting days.
* Recruit new members for Committees via parishes and other Catholic communities upon request by convenors.
* Provide initiation and support to new members of Committees.
* Attend committee meetings to provide support and advice.
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| Monitor social and political events and developments in New Zealand and the rest of the world and recommend appropriate action to the JPC  | * Keep abreast of legislative initiatives and impacts of the NZ government on issues that have social justice impact; and recommend to Committees on relevant matters to enable appropriate action.
* Monitor the development and implementation of public policy as it affects social justice, peace, integral human development, and the care of creation.
* Prepare submissions and make representations where appropriate to local and national Government bodies.
* Alert executives and individual committees to issues, which directly relate to the JPC’s mandate and the Committee’s area of interest
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| Seek, consult, develop and ensure a bicultural response in all matters of Justice & Peace. | * Collaborate with the Māori Vicariate and Māori leadership in parishes and communities.
* Ensure Te Reo is included as much as applicable and practicable in all mediums - e.g., prayers; hymns; newsletters, media releases, parish notices etc.
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| Support and provide advocacy and education resources for the Commission and its Committees  | * Assist Committees, through the convenors, in preparation of submissions, press releases and other official documents.
* Provide quality research and factual bases related to the advocacy and educational activities of Committees upon request.
* Coordinate documents prepared by Committees to the Executive Committee and obtain approval for release from the Chair and the Vicar for Social Impact and Communication.
* Assist committees in organising advocacy and educational activities, including forums, workshops and other public functions.
* Coordinate media contacts in association with Diocesan Media & Communications.
* Co-ordinate activities and interest amongst Committees in order to facilitate inter-committee advocacy and educational functions.
* Provide information and prepare statements when required by the Bishop of Auckland.
* Prepare public statements approved by the Bishop of Auckland following the Commission’s consideration of particular social justice, peace, development, and ecological issues.
* Provide information to assist the people of the Auckland Diocesein their mission of giving first concern to the situation of the poor, the powerless and oppressed members of society through support and opportunities for social action.
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| Promote JPC with the goal of establishing JPC presence in all Parishes.  | * Develop and implement parish outreach strategies.
* Ensure JPC activities are well publicised in parishes.
* Recruit Social Justice parish contacts according to JPC protocol.
* Support parish contacts in liaison between their parish and the JPC with provision of materials (paper and digital) for use in their parish role.
* Collegial development and resourcing of parish contacts including inviting them to JPC functions and activities.
* Release JPC notifications and messages to parishes in co-ordination with relevant departments of the Diocese.
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| Collaborate and consult with other agencies regarding the work of Justice & Peace | * Work in collaboration with Caritas community engagement staff.
* Support and cooperate with Caritas with respect to issues of justice and peace.
* Establish contact and information exchanges with justice and peace offices and Commissions in other dioceses and where appropriate with other denominational and community groups.
* Always carry out all advocacy responsibilities in a non-party political manner.
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| Health and SafetyAs an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore, you are responsible for: | * Complying with CDA’s health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace.
* Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA’s work/environment.
* Reporting all injuries, incidents, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.
* In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work.”
* Support your managers as required to meet their requirements of health and safety responsibilities and policies.
* At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.
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NOTE:

This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

**Areas of Critical Success**

The Executive Secretary of the Justice and Peace Commission is expected to ensure that:

*Mission Map*

* Evidence of language, behaviour and attitudes towards all people are consistent with the Catholic Diocese Auckland purpose, priorities, staff values and our way of working.
* Articulates and role models the values.
* Decision making process includes values.

*Oversee the overall work of the JPC*

* Overall work and day to day operations and functions of the JPC overseen and commission run smoothly.
* Good collaboration with JPC Chair and members.

*Provide administration support to JPC and Committees*

* JPC and its committees provided with full administration support.

*Monitor social and political events and developments*

* Timely research results and recommendations are presented to Commission.
* Responses to social and political events are forwarded to the Commission in an opportune manner.
* Professional submissions are written and presented that reflect Catholic Social Justice Principles.

*Bicultural responses in all matters of JPC*

* Commission work is well informed by Māori Reo, tikanga and experiences including appropriate use of Te Reo Māori in resources.
* Strengthened relationship with New Zealand Māori Catholic.

*Advocacy and education resources*

* Information provided and public statements prepared to reflect Catholic Social Justice Principles.
* Quality research provided to Committees.
* Forums/workshops/functions that are engaging and attract a wide range of participants.
* Educational resources that are engaging and reflect Catholic Social teachings are prepared and published throughout the Diocese.

*Promotion of JPC*

* Parish outreach strategies developed and implemented.
* JPC activities well published in parishes.
* New parish facilitators recruited, supported, and included in JPC activities.

*Collaboration & consultation with other agencies*

* Caritas and JPC are seen as working purposefully towards a common goal.
* Communication with Caritas about Commission or committee submissions initiated and maintained.
* Other groups are aware of the work of JPC and its willingness to collaborate.

*H&S*

* All health and safety policies, procedures, rules, and guidelines are adhered to at all times and positive health and safety culture is maintained.

**Person Specification**

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| **Preferred** |
| **Education & Qualification*** A tertiary qualification in a relevant academic or professional area.
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| **Preferred Knowledge & Experience*** Thorough and progressive understanding of the Gospel and Catholic social justice teachings; cognisant of their application to modern day challenges facing the Church and the world.
* Understanding of legislative processes in all levels of the government of New Zealand and the ability to coordinate and ensure submissions are submitted in due time.
* Strong academic level social research skills and experience.
* Strong skills and experience in advocacy for social justice.
* A sound understanding of or experience in tikanga Māori.
* Proficiency in using relevant computer programmes and operations.
* Ability to work with the media.
* Willingness to work flexible hours including some evenings and weekends.
* An understanding and empathy with the ethos of the Roman Catholic Church.
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| **Skills*** Excellent writing and verbal communication skills
* Effective and efficient coordination skills

**Personal attributes*** Able to work collaboratively and cooperatively.
* Able to network with a wide range of agencies both within and outside the Diocese.
* Understanding of the bi-cultural commitment of the Diocese.
* Appreciation of the cultural diversity of the Diocese.
* Able to relate professionally with members of the JPC and its committees.
* Able to relate confidently and well with peers, Parish Priests and parishioners.

**Intellectual Acuity**The ability to examine issues and ideas and to identify good and bad reasoning in a variety of fields with differing assumptions, contents, and methods. **Emotional Intelligence** Establishing and sustaining trusting relationships by accurately perceiving and interpreting one’s own emotions and others’ emotions and behaviour in the context of the political environment; demonstrating intelligent use of one’s own emotions in managing one’s own responses and reactions and working with others to be effective at work.**Navigating Complexity**Proactively and quickly making sense of complex issues; being agile, responding effectively to complex and ambiguous situations; communicating complicated information in an easy-to-understand manner.**Personal Impact and Communication Ability**Respect - mana, presenting with confidence and the ability to effectively relate to the range of key stakeholders. Expressing thoughts, feelings, and ideas effectively in individual and group situations, presenting ideas effectively in writing, adjusting communication style to the characteristics and needs of the audience.  |