

**Diocese of Sale**

**Business Manager**

**(0.8 to 1.0 FTE)**

**5 Year Fixed Term Appointment**

The Catholic Diocese of Sale is situated in the eastern Victoria region of Gippsland and at its western end includes rapidly expanding outer eastern suburbs of Melbourne. Its administrative offices are at Sion House, 6 Witton St., Warragul and St Mary's Cathedral is situated at Sale.

The Diocese of Sale has approximately 120,000 Catholics. The Diocese is made up of 27 parishes, 37 Catholic primary schools and 7 Catholic secondary schools. Also included are a number of agencies which assist the Bishop in the pastoral care of the community. These agencies support the life and mission of parish communities, parish ministry groups and the wider community by providing educational, pastoral services, offering relationship support and providing opportunities for engaging with those within and beyond the Catholic community in activities of social justice, welfare, ecumenism and interfaith dialogue.

The Bishop of Sale is seeking to appoint a Business Manager for a 5 year fixed term at 0.8 to 1.0 FTE. The appointee will be responsible to the Bishop of Sale.

This is a significant senior position within this Diocese. The primary objective of the Diocese of Sale Business Manager is to administer the temporal goods of the Diocese, under the authority of the Bishop of Sale, in accordance with approved policy and strategic plans and in accordance with the code of Canon Law and ensure compliance with all civil law.

The role is expected to demonstrate a commitment to, and support of the mission of the Catholic Church in the Diocese of Sale and a commitment to safeguarding children and vulnerable adults. We seek an appropriate tertiary qualified person with a high level of professionalism, capacity to work autonomously, initiative and superior communication skills.

**Applications:**

* A Position Description, Application Form, Confidential Referee Assessment Form and other relevant information is available. Please mail [hr@sale.catholic.org.au](mailto:hr@sale.catholic.org.au) to receive this pack .
* Three confidential referee assessments are required
* Please return the completed [Application Form](file:///C:\Documents%20and%20Settings\emcquade\Local%20Settings\Temporary%20Internet%20Files\advertisements\ed%20officer\Application%20form%20Education%20Officer,%202004.doc), together with your letter of application and a copy of your Curriculum Vitae by Friday, 7 September, 2018.

Enquiries may be directed to [hr@sale.catholic.org.au](mailto:hr@sale.catholic.org.au)

Applications should be marked to the attention of Bishop Patrick O’Regan and addressed to:

**Bishop’s Office**

**Bishop of Sale**

**PO Box 1410**

**WARRAGUL VIC 3820**

Email: [hr@sale.catholic.org.au](mailto:hr@sale.catholic.org.au)

**Closing Date: Friday, 7 September 2018**