



## Position Description

<b>Position Title:</b>	Manager, Clergy Retirement Foundation (CRF)
<b>Reports to:</b>	Archdiocesan Financial Administrator
<b>Location:</b>	55 Franklin Street, Forrest
<b>Award:</b>	Non-Award
<b>Classification:</b>	AOE3/2
<b>Position Objective:</b>	
The Manager provides the day to day administration of the CRF and the provision of care and support for the retired clergy of the Archdiocese.	
<b>Major accountabilities:</b>	
<ul style="list-style-type: none"><li>• Working with and developing a relationship with the priests of the Archdiocese in providing them with adequate care and support during their retirement years.</li><li>• Working with the Clergy Care Coordinator to ensure the best possible care of the retired priests.</li><li>• Undertaking a regular schedule of visits to retired priests and as required, accompanying them to medical appointments, together with the Clergy Care Coordinator.</li><li>• Assisting with matters for retired clergy related to government departments.</li><li>• Preparing the annual budget and managing expenditure in collaboration with the Management Committee and Archdiocesan Financial Services.</li><li>• In collaboration with the Archdiocesan Fund Raising Manager, developing the strategy for fund raising, in particular the Fathers' Day appeal.</li><li>• Managing the Foundation's property assets, in particular with regard to repairs and maintenance.</li><li>• Any other duties as directed from time to time.</li></ul>	
<b>Key communications:</b>	
The Manager works with the Management Committee, Archdiocesan Financial Services, healthcare providers, maintenance personnel and medical fraternity to provide for the needs of the priests.	
<b>Knowledge, Skills and Experience:</b>	
<ul style="list-style-type: none"><li>○ Knowledge of the aged care sector</li><li>○ Book keeping and budget preparation.</li><li>○ Working knowledge of the Microsoft suite.</li><li>○ Property management and maintenance.</li></ul>	