

# Project Lead – Future Expressions of Compass

## Position Information Document



Position:	Project Lead
Responsible to:	Principal
Location:	Compass Catholic Community 8 Mitchell Street, Davoren Park SA 5113
Fractional Time:	Full time
Classification:	Education Support Officer
Level:	Level 6
Salary:	\$132,727
Tenure:	1 year contract – specific project
Commencement Date:	20 <sup>th</sup> January 2025

### Context

Compass Catholic Community is currently a singular campus fee-free senior secondary school for young people aged 17-24 who have not thrived in mainstream schooling and are looking to reengage with their education. In 2024, we celebrate our third year of operation. Students at Compass engage in personally meaningful and deliberately purposeful project-based, co-created learning, working towards their educational goals, including South Australian Certificate of Education (SACE), Vocational Education and Training (VET) and other Key Capabilities growth. This is towards the ultimate goal of increasing agency and working with students as they develop skills to live a life that is meaningful to them. We call this 'the Compass Way'.

Catholic Education South Australia is seeking to create further expressions of 'the Compass Way' in other locations. This new contractual role plays a significant part in this exciting development.

## Purpose of this Role

The position of Project Lead – Future Expressions of Compass is a crucial role within the broader mission and vision of Catholic Education. Under the supervision of the Inaugural Compass Principal (or delegate), the role-holder will work across the breadth and depth of the school community to deeply understand the foundations and frameworks of the Compass Way. Through this lens, the role-holder will explore and consider the communities of South Australia for potential future Expressions of the Compass Way.

This position requires a professional and highly competent person to efficiently handle the complex range of work associated with applying a Community Development framework. The role-holder will require high level organisational and communication skills, combined with the ability to balance competing priorities with a genuine love and care for the community.

This role-holder will work with the Inaugural Principal of Compass Catholic Community, the Compass Advisory Board and the Leadership Team of CESA, staff of the current Expression of Compass at Davoren Park, potential future students and potential future communities, support workers and schools of potential future students. In this developmental, future-focused work, the role-holder will deliver 1 monthly updates and quarterly reports on progress to the Principal, and the Board of Compass Catholic Community.

Further, this role is expected to support the aims and philosophy of Compass Catholic Community by your conduct and interactions with the school community, and by being an example of Christian values.

## Key Working Relationships

- Inaugural Principal and staff of the current Compass Catholic Community at Davoren Park
- Compass Advisory Board
- Leadership Team of CESA
- Potential future students
- Potential future communities
- Support workers and schools of potential future students

In addition to these key stakeholders, other organisations or individuals may have an interest in this work, including:

- Archdiocese of Adelaide
- Archdiocese of Port Pirie
- Local Governments
- State Government, inclusive of DCP and DHS to access data to inform communities in need.

## Key Duties and Responsibilities

Duties include, but are not limited to:

### Planning & Strategy

- Develop a long-term strategic plan for the establishment of future Expressions of Compass in collaboration with key internal/external stakeholders.
- Work collaboratively with key internal/external stakeholders including faith based educational institutions.
- Develop a continuous quality improvement plan and actively participate in quality audits.

### Community Development

- Through facilitation, consultation and in collaboration with clients and key internal/external stakeholders, develop new ways of engaging with and building on the strengths of students and workers who engage with the project.
- Actively pursue the development of external partnerships which will add value to the project.
- Work with Inaugural Principal of Compass in the preparation of program work directives and guidelines.
- Maintain effective stakeholder management including CESA leadership, school business stakeholders, including external key stakeholders e.g., local government, state government, communities.
- Provide effective leadership and motivation to those working with the project, consult with relevant people to outline work plan, and take appropriate action when the project is deviating from agreed timelines and scope.

### Relationship Building

- Build working trusting relationships with staff, current partners and potential partners of Compass Catholic Community, and Catholic Education South Australia e.g., Archdiocese of Adelaide and Port Pirie, Local government, State government, inclusive of Department of Child Protection, Department of Human Services.
- Demonstrate alignment to the Compass Catholic Community mission and values, including strategic plan.
- Model and foster behaviours aligned with the CESA Code of Conduct.

### Risk & Compliance

- Consider TRB and ESB matters with future expressions.
- Ensure compliance with agreed contractual terms when using third party products.
- Ensure compliance with relevant legislation, CEO policies and procedures.

## Communications

- Implement and facilitate client feedback and engagement sessions.
- Implement and lead team meetings where appropriate.
- Ensure realistic project plans are maintained with regular and accurate communications to stakeholders.

## WHS

- Management of risk and ensure compliance with WHS to the highest standards.

## General

- Undertake other duties, as required by the Inaugural Principal (or delegate).

## Project Deliverables

- Development of a deep understanding of the foundations and frameworks of the Compass Way in the current Compass expression at Davoren Park, working with the Inaugural Compass Principal.
- Applying a Community Development framework, complete an exploration and consideration of the communities of South Australia for potential future Expressions of the Compass Way. Key factors to be included are:
  - Data-informed need
  - Community expression of need
  - Readiness
  - Most appropriate first age group for the Expression
  - Completion of exploration of possible sites and modes of new expressions of the Compass Way, including new-build and established build options.
- Within the context of the above:
  - develop a recommended scaffold of options and overall timeline to establish these further Expressions of Compass within the context of CESA's overall capital development budget, and with the greatest returns on mission.
  - develop a range of operations models, including leadership and staffing models.
  - Produce a culminative report that outlines all considered options, and recommendations for proceeding with next steps clearly articulated.

Using this information and considering all necessary factors, the Executive Director will then make a recommendation as to the next Expressions of the Compass Way to be developed.

A proposed delivery schedule is:

	Project Work	Deliverable
First Phase of work	<p>Foundation and framework mapping of current Compass expression</p> <p>Develop and implement a project plan with schedule/Gantt chart</p>	Updated version of The Compass Way documentation, that can be used for Future Compass Expressions.
Second Phase of work	Metropolitan Exploration of possible next Expressions (Archdiocese of Adelaide)	Present monthly progress report to Inaugural Principal that includes data analytics to inform social impact of the next Expression, and possible metropolitan Expression options informed by this social impact.
Third Phase of work	Regional Exploration of possible next Expressions (Archdiocese of Port Pirie/regional areas of Archdiocese of Adelaide))	Liaise with key stakeholders. Present monthly progress report to Inaugural Principal that includes data analytics to inform social impact of the next regional Expression, and possible Expression options informed by this social impact.
Fourth Phase of work	Consolidating findings	<p>Final Report including:</p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Key documents developed</li> <li>• Outline of methodology and process in exploration of locales and modes</li> <li>• Proposed timeline for development of next five Compass expressions, including locales and modes.</li> <li>• Recommendation for next Expression for consideration by Executive Director</li> <li>• Articulation of next steps</li> </ul>

## Qualifications and Experience

The Project Lead - Future Expressions of Compass role-holder will have:

- Experience working with young people in supportive, positive, and professional ways.
- Proven and flexible problem-solving skills to tackle complex ideas and interpret them into conceptual business specifications.
- Excellent verbal and written communication skills and proficient presentation skills across all audience levels.
- Proven track record of delivering large scale projects or offerings with an educational focus.
- A Degree/Post Graduate Degree in Project Management, Community Development or Business (or other relevant field) and/or relevant demonstrated knowledge and experience in a comparable role.
- Advanced MS Word, Excel and PowerPoint competency is essential. Experience using database programs is highly desirable.
- Demonstrated experience in administering projects and developing associated procedures and documentation.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to deal effectively with unexpected situations.

## Personal Qualities

The Project Lead - Future Expressions of Compass role-holder will have:

- Passion for and commitment to the Compass Way and the Compass Catholic Community vision and mission, providing opportunity for students who have yet to thrive in mainstream learning and employment environments.
- Excellent interpersonal and communication (written and verbal) skills to interact positively with students, staff, all members of the school community and external parties.
- Creativity in exploring scenario-planning and future-focused visioning.
- An ability to collaborate in an educational environment that is innovative and focused on continuous improvement with students at the centre of the work.
- Problem-solving abilities with an eye for detail, demonstrating tenacity and resilience, with the ability to adapt to the needs of the Compass community.
- Capacity to be self-directed and motivated and work effectively within clear stated objectives to achieve required outcomes and be responsible for own outcomes.
- Highly developed organisational and time management skills and a high degree of initiative, discretion, and capacity to prioritise/program own work.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of administrative functions.

## Professional Responsibilities and Requirements

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.

## Work Health and Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.