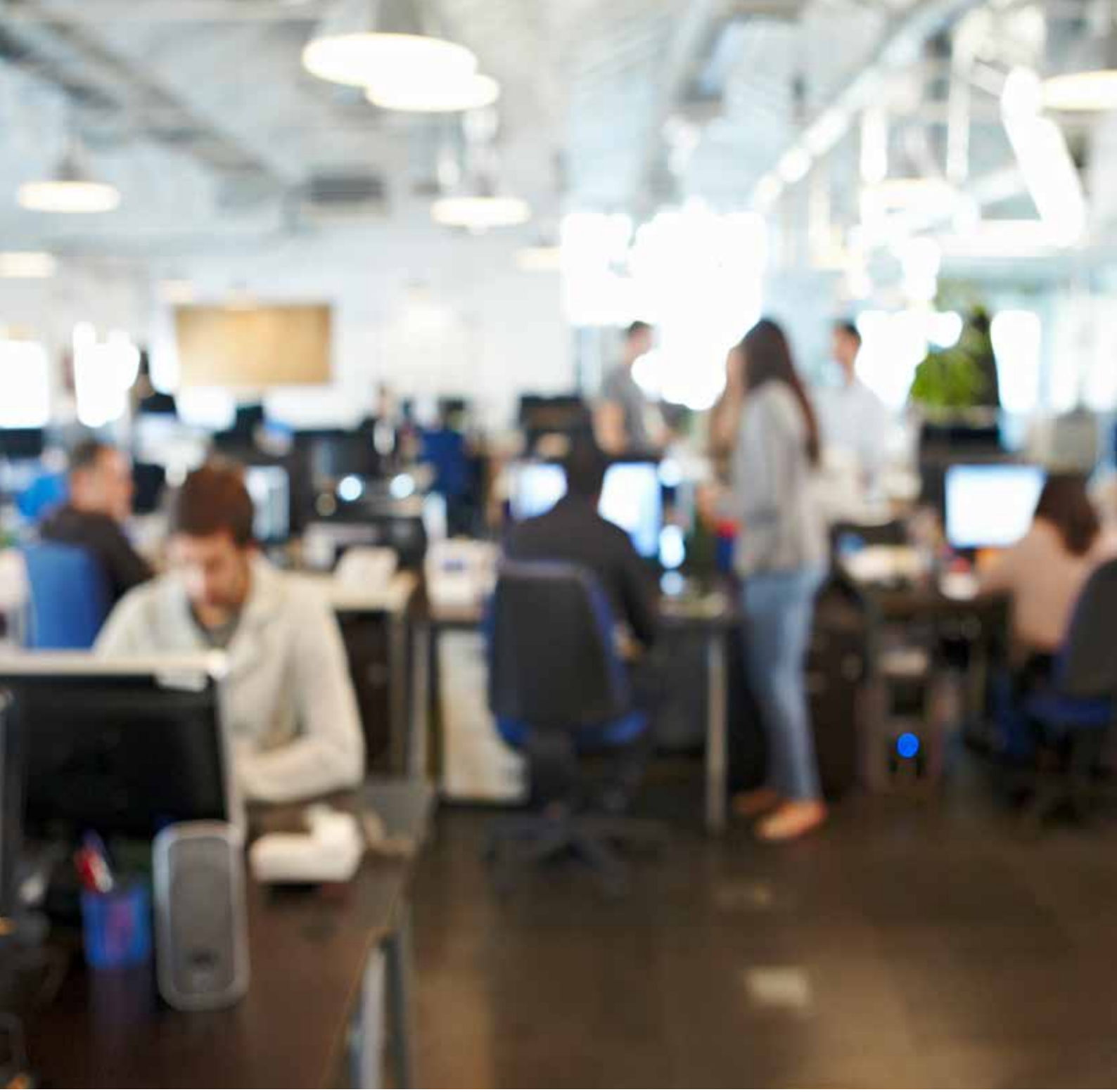


Catholic Diocese of Maitland-Newcastle

EXECUTIVE DIRECTOR CORPORATE SERVICES

Applications close: **Friday 27 November 2026**

CatholicCare Social Services Hunter-Manning | Catholic Community Fund | Catholic Schools | Office of Safeguarding | St Nicholas


SAN CLEMENTE
MAYFIELD
VERITAS

Welcome to an Opportunity to Lead with Purpose

Are you an accomplished executive leader who thrives on complexity, transformation and service excellence?

Do you bring strategic insight, commercial acumen and a commitment to supporting mission-driven organisations?

THE OPPORTUNITY

This is more than an executive leadership role. It's an opportunity to help shape the future of one of Australia's largest diocesan organisations.

The Catholic Diocese of Maitland-Newcastle serves communities across education, early childhood, social services, parish life and pastoral ministries. We are seeking an exceptional leader to join our executive team as Executive Director Corporate Services.

This role is about meaningful impact: leading the shared services that enable our ministries to flourish, strengthening organisational capability, and ensuring our resources are managed with integrity, excellence and care.

Reporting to the Managing Director, you will provide strategic leadership across key corporate functions, ensuring high-quality, efficient and sustainable services that support Catholic Schools, CatholicCare, St Nicholas, parishes and diocesan operations.

You will work closely with executive leaders to drive organisational effectiveness, lead enterprise-wide initiatives and champion continuous improvement across the Diocese.

This role is suited to a collaborative and forward-thinking executive who is confident navigating complexity, building strong partnerships and leading large and diverse service teams. You will bring sound judgement, strategic clarity and a commitment to fostering a customer-focused culture that delivers exceptional service and supports the achievement of diocesan priorities.

Grounded in the mission and teachings of the Catholic Church, you will model values-based leadership while helping create the systems, processes and capabilities that enable our ministries and communities to grow and thrive.

ABOUT US

The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics.

Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare Social Services, St Nicholas Early Education, Office of Safeguarding and the Catholic Community Fund, the Diocese provides spiritual, pastoral, education and care, social welfare and community development.

The Diocese manages assets in excess of $1.6 billion, has an annual revenue of around $500 million, and close to 5,500 staff – we are the third largest employer in the region.

Our Shared Services are a core component of operations within the Diocese. Our professional teams work closely across all aspects of the Diocese to support the achievement of our strategy.

Our Vision

To live the joy of the Gospel and share it with the world.

Our Mission

We are committed to serving all in the community so that they may experience life to the fullest.

Our Values



COMPASSION



HOPE



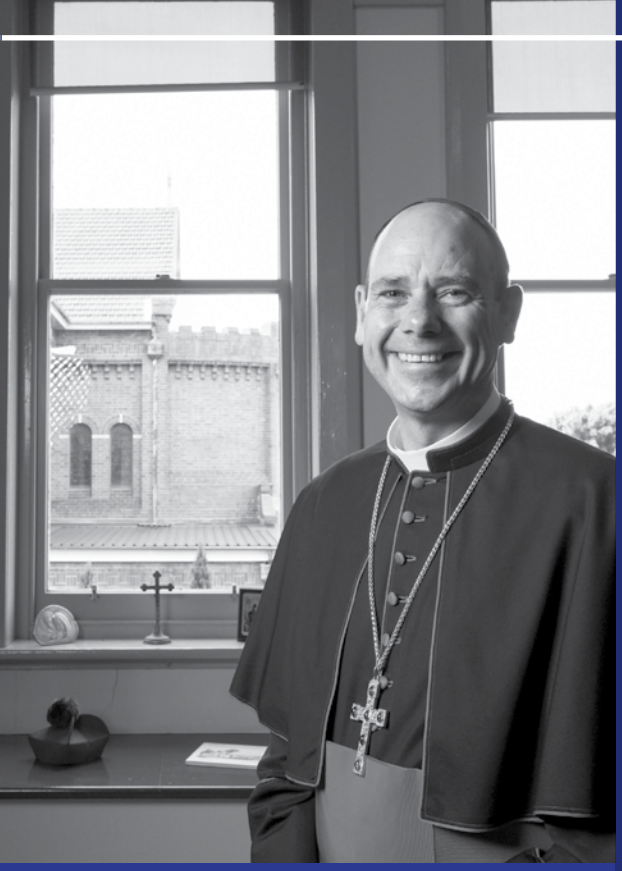
INTEGRITY



JUSTICE



PARTICIPATION



Our Bishop

Most Rev Michael Kennedy
BISHOP OF MAITLAND-NEWCASTLE

Bishop Michael Kennedy was installed as the ninth Bishop of Maitland-Newcastle on 17 March 2023 at Sacred Heart Cathedral, Hamilton.

Originally a teacher, Bishop Michael commenced seminary studies in 1992 and was ordained a priest in 1999. Prior to joining Maitland-Newcastle, Bishop Michael served as an Assistant Priest, Parish Priest, and then in various roles at Charles Sturt University, Vianney College and across the Diocese of Wagga Wagga. Bishop Michael most recently served as the Bishop of Armidale from February 2012, and the Apostolic Administrator of the Wilcannia Forbes Diocese (2012-2014). In addition, he has served on various Bishops Commissions and Councils and is currently a member of the Bishops Commission for Social Justice, Mission and Service.

WHAT WE'RE LOOKING FOR

We seek a leader who combines strategic vision with a commitment to service, bringing wisdom, integrity and purpose to the stewardship of our Diocese's resources and operations.

The Executive Director Corporate Services role calls for someone who can guide complex organisational functions with clarity and confidence, ensuring our people, systems and services support the mission of the Catholic Diocese.

We need a leader who:

- Leads with integrity, sound judgement and a commitment to excellence in management and performance..
- Brings significant experience leading corporate services and enterprise-wide improvement in complex organisations.
- Inspires and develops high-performing teams, fostering a culture of collaboration, accountability and growth.
- Navigates change with confidence, delivering transformational initiatives that strengthen broad capability and service delivery.
- Builds trusted relationships and engages stakeholders with authenticity, influence and respect.

You will play a vital role in shaping the sustainability and effectiveness of our Diocese, helping translate strategy into action and ensuring our schools and communities are supported by strong, responsive and future-focused services.

If you feel called to serve through this important leadership role, we invite you to discern this opportunity and contribute your gifts to the ongoing mission of the Diocese.



OUR DIOCESE

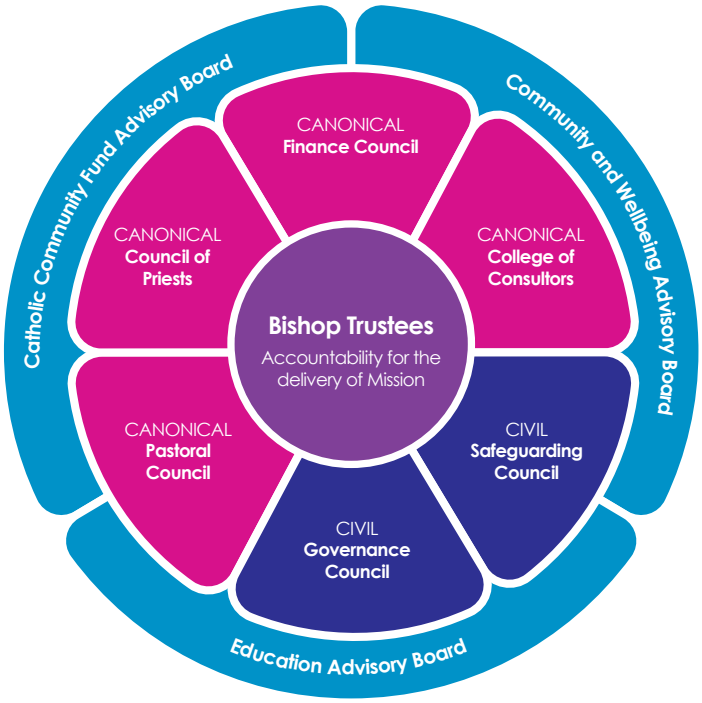
The Diocese of Maitland-Newcastle represents the Catholic Church across a significant geographical area, serving approximately 150,000 Catholics.

HEAR FROM OUR STAFF



*As at November 2026

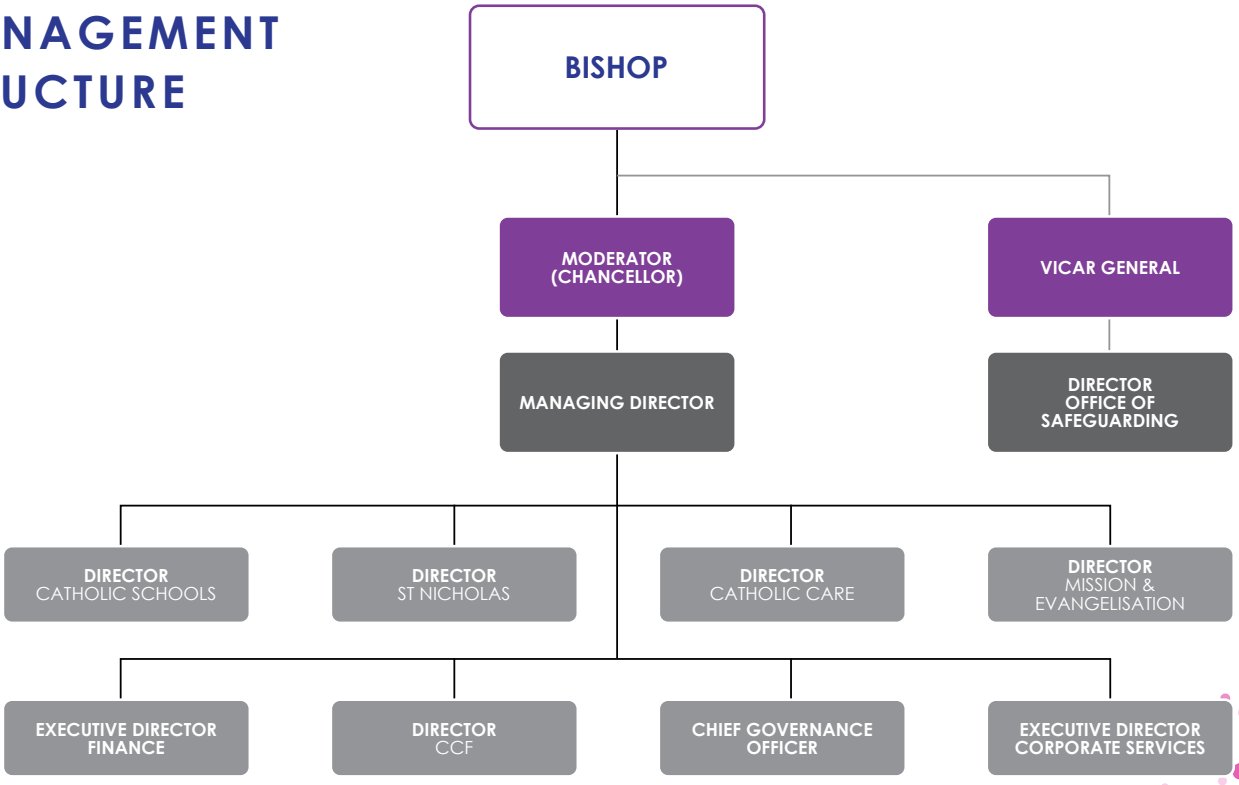
OUR GOVERNANCE STRUCTURE



The governance structure of the Diocese of Maitland-Newcastle reflects our commitment to being Many parts. One body. One mission. It is designed to foster collaboration, transparency and synodal leadership, strengthening accountability and unity across all areas of diocesan life.

Through this framework, advisory boards and councils provide guidance and support to the Bishop and Trustees, ensuring decisions are informed, mission-focused and grounded in shared discernment for the good of the Diocese and its communities.

MANAGEMENT STRUCTURE



POSITION OVERVIEW

The Executive Director Corporate Services role requires a highly experienced and collaborative executive leader with a demonstrated track record of leading multiple corporate service functions within complex organisations. Operating at a strategic and enterprise-wide level, the Executive Director will be tasked with overseeing a strong group of leaders and their teams. The challenge of the newly created role will be to balance multiple long-term priorities with operational excellence, excellence, planning and performance frameworks that support the Diocese's mission and strategic objectives.

The Executive Director will apply sound judgement, critical thinking and strategic problem-solving to complex organisational challenges. The role will develop high-performing multidisciplinary teams, and reinforce a culture of collaboration, innovation, continuous improvement.

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As a trusted adviser to the Managing Director and Executive Leadership Team, the Executive Director will bring highly developed communication, stakeholder engagement and influencing skills, building strong relationships across ministries, agencies and key stakeholder groups. Through visionary, values-based leadership and a commitment to effective stewardship, the Executive Director will shape a responsive, sustainable and future-focused Diocese, enabling its ministries and services to flourish in support of the mission of the Catholic Church.



KEY ACCOUNTABILITIES

Strategic Leadership – Shape and deliver the Diocese's strategic direction by leading corporate service strategies, driving organisational capability and providing trusted advice to the Managing Director.

Corporate Services Leadership – Provide executive leadership of Shared Services, ensuring high-quality, customer-focused, innovative and performance-driven support across the Diocese.

Financial Stewardship and Sustainability – Oversee the responsible management of resources, budgets, procurement and shared service funding arrangements to deliver value, efficiency and long-term sustainability.

Stakeholder Engagement – Build strong partnerships across diocesan agencies and governance bodies, fostering collaboration, service excellence and shared accountability for outcomes.

Leadership and Culture – Promote a values-based culture of integrity, professionalism, stewardship and service consistent with the mission of the Catholic Church.

Reporting – Deliver strategic insights, performance reporting and decision-support information that enable transparency, accountability and informed leadership across the Diocese.



BENEFITS OF WORKING WITH US

- Directly contribute to improving the lives of many in the community.
- Ability to salary sacrifice.
- Bishop's Leave – 1 week shutdown over Christmas and New Year annually (includes 3 days of additional paid leave + public holidays).
- Relocation costs available to suitable candidates.
- Leadership coaching.
- Paid parental leave.
- Discounted gym membership through Fitness Passport.
- Ongoing training and development opportunities.
- A great friendly environment of dedicated and passionate co-workers.
- Corporate benefits, including EAP, flu shots and more.
- Modern office facilities with café on site.

HOW TO APPLY

If you are a strategic and values-driven leader with a commitment to excellence, customer service and stewardship, we encourage you to apply for the position of Executive Director Corporate Services with the Catholic Diocese of Maitland-Newcastle.

Applicants should submit a current CV and cover letter outlining their suitability for the role.

The successful candidate will demonstrate an understanding of and commitment to the mission, values and teachings of the Catholic Church, and possess the executive leadership capability to lead corporate services functions in support of the Diocese's ministries and agencies.

Applications to be submitted via GWG.

Applications close Friday 27 November 2026.

Thank you for your interest in supporting the mission of the Catholic Diocese of Maitland-Newcastle.



Catholic Diocese
OF MAITLAND-NEWCASTLE

mn.catholic.org.au

CatholicCare Social Services Hunter - Manning

Catholic Community Fund

Catholic Schools

Office of Safeguarding

St Nicholas