**POSITION DESCRIPTION**

**Position Title:** **Community Leader  
Reporting To:** L’Arche Community Chair & Board  
**Employment Status:** Full-Time

The Community Leader, under the guidance of the Board and with the support and

supervision of the National Leader and Board Chairperson, is responsible for:

* Providing leadership to the L’Arche Community, ensuring alignment with the L’Arche Identity, Mission and the Charter while upholding its governance principles. (Appendix 1)
* Overseeing the Community's operations to ensure efficiency, sustainability, and compliance with all legal and statutory requirements.
* Embodying the role of Community Leader by fostering an inclusive faith-based environment and facilitating community events.

**Key Responsibilities**

1. **Providing leadership to the L’Arche Community, ensuring alignment with the L’Arche Identity, Mission and the Charter while upholding its governance principles.**

**1.1 Leading Community and Spirituality in a L’Arche Community**

* Work in partnership with the National Leader, Community Council, and members of other L’Arche communities to support the growth of community and spiritual life in L’Arche more broadly.
* Acknowledge and lead the Community as one of faith, welcoming people with and without disabilities and being inclusive of all faith and cultural traditions, to ensure a healthy spiritual life.
* Structure workload responsibilities and duties to incorporate a rhythm of life that builds relationships through an active presence in households.

**1.2 Mission Plan**

* Support the Community in developing and implementing the Mandate and the Strategic Plan.
* Develop, implement, and report on the strategic plan and budget approved by the Board.
* Lead and support employees in delivering programs and activities while participating in the life of the community.
  1. **Advocacy**
* Promote the valued place of people with intellectual disabilities and L’Arche in society.
* Advocate for the inclusion and dignity of people with disabilities within and beyond the L’Arche community.

1. **Overseeing the Community's operations to ensure efficiency, sustainability, and compliance with all legal and statutory requirements.**
   1. **Leadership**

* Provide leadership to people in paid roles, in fulfilling the L’Arche Identity & Mission while adhering to its Charter and values and the disability service standards.
* Ensure or provide L’Arche formation, induction and supervision to the Leadership Team and assistants.
* Delegate authority, exercise accountability, and work collaboratively within the community, ensuring effective transition during times of change.
* Participate in regular Supervision with the Board Chair and National Leader.
  1. **Quality of Service**
* Oversee and collaborate with the NDIS Administrator to ensure the delivery of high-quality disability support services to members living with a disability and their families, in line with the requirements of the National Disability Insurance Scheme (NDIS).
* Ensure that all Community activities comply with L’Arche values, policies, procedures, and legal requirements including L’Arche National and International.
  1. **Financial Management**
* Under the direction of the Board, ensure the efficiency and viability of the community.
* Work in collaboration with the Treasurer to ensure sustainable financial planning and resource management including budgeting and approval of payments.
* Work in collaboration with the Treasurer and with the Finance team to manage significant administrative and financial responsibilities including managing the income and expenditure.
  1. **Administration**
* Manage administrative functions efficiently to support community life.
* In partnership with the NDIS Administrator, oversee compliance with NDIS requirements, including audits
* Ensure accurate and timely reporting to the Board and other relevant authorities.
* Work in collaboration with the Human Resource team to ensure best practices and comply with the legal requirements.
  1. **Work Health and Safety**
* Ensure compliance with work health and safety standards.
* Foster a safe and supportive environment for all members of the community, including those in paid roles.

1. **Embodying the role of Community Leader by fostering an inclusive faith-based**

**environment and facilitating community events.**

**3.1 Communication**

* Build and maintain productive internal and external working relationships.
* Maintain open and transparent communication with community members, stakeholders, and governing bodies.
* Ensure relevant information received from L’Arche National and International is distributed to local community members.
* Develop and implement innovative programs to enhance Community life.
* Coordinate and facilitate community gatherings and attract people to join the Community.
  1. **Key Relationships**
* Foster existing and build new relationships within the life of the community, including people with

disability, assistants, families, and external stakeholders.

* Strengthen community bonds through engagement and collaboration.

**3.3 Professional Development**

* Attend L’Arche formation programs nationally and internationally.
* Attend L’Arche National Council meetings, online retreats and formation.
* Keep up to date with sector developments within the disability industry including workshops, training, conferences and seminars.

**APPENDIX 1**

**Our Identity**

*We are people, with and without intellectual disabilities, sharing life in communities belonging to an International Federation. Mutual relationships and trust in God are at the heart of our journey together. We celebrate the unique value of every person and recognize our need for one another.*

**Our Mission**

In our local communities, in our countries and at the Federation level, we work together to:

• *Make known the gifts of people with intellectual disabilities revealed through mutually transforming relationships.*

• *Foster an environment in community that responds to the changing needs of our members, while being faithful to the core values of our founding story.*

• *Engage in our diverse cultures, working together towards a more human society.*

**Our Governance**

The principles of governance in L’Arche, based on 50 years of experience and re-affirmed through the international Constitution, guide our practices.

* **Servant leadership**: Roles and structures of the Federation are at the service of the mission. People are called to leadership for limited terms after discernment processes. Those in authority gain wisdom through listening and taking counsel.
* **Partnership**: Trust and collaboration operate freely within L’Arche. The structures are to foster that dynamic and embrace the partnerships among the spiritual, legal, financial, and communal elements.
* **Subsidiarity**: Matters affecting L’Arche are dealt with at the most appropriate level closest to the people affected, and only when they cannot be solved in that context are they referred to another level.
* **Accountability:** Those who hold specific responsibility and authority in L’Arche must be accountable to report back to the individual(s) or body through whom authority was given. Accountability is about being responsible and being linked to the wider body. It is also about taking responsibility for the consequences of one’s actions.
* **Participation**: Effective communication is essential in L’Arche. Processes are defined, published, and open. They include people with and without intellectual disabilities.
* **Inculturation**: L’Arche communities live in various cultures. L’Arche embraces this diversity while engaging in an on-going process of reciprocal and critical interaction, adaptation and challenge. *(Copy and paste to key responsibilities including Leading a faith-based community)*
* **Solidarity**: All in L’Arche share a common humanity and a fundamental equality. We have a shared responsibility for each other and are committed to the common good.

**APPENDIX 2. EMPLOYMENT PROCESSES**

**1.0 Discernment Process**

* A deliberate prayerful process of reflective Community conversation to make decisions that will affect all members of the Community. Discernment is used to (a) develop the Community Mandate and (b) in the selection of people in significant leadership roles – Community Leader and Chairperson for instance. A team of people from the Community are often appointed to complete the process. It is expected that considerable time and energy is devoted to seeking and listening to all Community Members views. In particular, the views of Members with Disability must be sought and listened too. These views will be incorporated into the Discernment process.

**2.0 Essential Selection Criteria**

* An understanding of and commitment to the L’Arche Identity, Mission and Charter or a willingness to develop an understanding.
* A lived experience of spirituality and a willingness to uphold the faith traditions of the community.
* A demonstrated commitment to the L’Arche model of community life or a willingness to commit to living the role of Community Leader.
* An understanding of and ability to promote the valued place in society of people with intellectual disabilities.
* Demonstrated leadership and management skills in leading a community organisation in the disability sector.
* Strong oral and written communication skills.
* Conflict resolution skills.
* Ability to show respect, trust, openness, inclusion, and unity.
* NDIS Workers Screening.

**3.0 Desirable Criteria**

* Relevant tertiary qualifications are desirable.
* At least five years’ experience in roles with significant responsibilities in organisational leadership, management, and accountability in the disability sector.
* Ability to navigate and learn the National Disability Insurance Scheme (NDIS) landscape and audit process.
* Current Australian Driver’s License.
* First Aid Certificate.

**4.0 Personal Attributes**

* Passion for community life and commitment to L’Arche values.
* Ability to lead with empathy, integrity, and vision.
* Strong organisational and problem-solving skills.
* Adaptability and resilience in dynamic environments.
* An openness to learning and personal growth.