



**SISTERS OF  
MERCY**  
WORLDWIDE

Today, Sisters of Mercy, through Mercy International Association, use their resources to respond to issues of global poverty demonstrated in the massive displacement of persons worldwide.

## **MERCY INTERNATIONAL ASSOCIATION**

### **ASSISTANT DIRECTOR, HERITAGE AND SPIRITUALITY**

#### **(Job Description)**

The purpose of the role is to develop and implement programmes that promote the living, sharing and supporting of the Mercy Story; to promote the heritage and to preserve the archives.

#### **Main Duties**

1. Provide specialized courses and programmes, including mission effectiveness training programmes in house and online to cater for Vowed Members, Associates, Partners in Ministry and Youth
2. Identify and engage expertise (including voluntary) in the designing and presentation of programmes.
3. Promote the pilgrimage capacity of Mercy International Centre through tours of and visits to the centre and through the use of multimedia technology.
4. Organise special events, particularly the celebration of Mercy feasts.
5. Protect, preserve and develop the spirituality, heritage archival resources and promote their inspirational possibilities.
6. Encourage and facilitate research in the areas of Heritage and Spirituality,.
7. Co-operate with and assist archivists, members and associate members of Mercy congregations and Institutes around the world and general members of the public with their enquiries on matters relating to Mercy heritage and history.
8. Display heritage in a contemporary and engaging manner.
9. Other duties as assigned.

#### **Person specification**

- Ability to embody the MIA vision.
- Understanding of the importance of spirituality and theology in the work of the Association.
- Respect and regard for Mercy charism, heritage and history.
- Dedicated to action for justice and relief of global poverty.
- Ability to work as a member of a team.
- Capacity to initiate and act both independently and interdependently.
- Excellent interpersonal skills.
- Ability to create a hospitable environment.
- Willingness to take a leadership role in designing, organizing and presenting programmes.
- Capacity to relate across boundaries of culture, nationality, personal belief and values.
- Fluency in English.
- Good technology and computer skills
- Time and stress management skills.