



Position Description

University Chaplaincy Coordinator, University Chaplaincies

- Reporting to:** Episcopal Vicar for Evangelisation and Tertiary Liaison
- The Position:** The primary purpose of this position is to develop Catholic faith and life among the students and staff of those universities within the Catholic Archdiocese of Sydney (the Archdiocese) that have a Catholic Chaplaincy presence. This role will have specific accountability to the Episcopal Vicar for Evangelisation and will be a main point of contact in matters relating to University Catholic Chaplaincy.
- A key aim of this role will be to help students grow in holiness through the following four stages: Evangelisation, Catechesis, Sacraments and Service. It will engage with the different aspects of the life of the University, and its various groups, through reason and dialogue to promote the development of a Catholic culture on campus with a focus on the connection with parishes.
- It will work towards the authentic human development of the students in all its diversity as well as promoting and nurturing a profound intellectual Catholic life.
- The University Chaplaincy Coordinator will initiate, support and coordinate these works within the University in an inclusive and welcoming way.
- Responsibilities:** The University Chaplaincy Coordinator is accountable to the Episcopal Vicar for Evangelisation for the following:
- Be the point of contact for the Episcopal Vicar for Evangelisation in relation to tertiary chaplaincy matters
 - Develop, implement and oversee policies and programs for university campuses that are in line with the mission of the Archdiocese
 - Work with Sydney Catholic Youth, the Parish Renewal team and University staff to promote and engage the students in a range of Archdiocesan initiatives including but not limited to:
 - Walk With Christ
 - World Youth Day
 - International Eucharistic Congress
 - Work with the Director, Chancery Projects in the arrangement of seminars and conferences and other related matters, particularly Tertiary Liaison
 - Work with the Director, Chancery Projects to develop a work and implementation plan for the introduction of the Thomistic Institute in the Archdiocese
 - Convene chair meetings held with staff of Sydney University and other Catholic Chaplaincies
 - Oversee the program of inter-university chaplaincy events, such as the annual retreat, social events and leadership conferences

- Oversee the inter-chaplaincy response to issues of faith and culture in the public square in regards to university ministry
- Liaise with the campus Chaplaincies at ACU and UNDA within the Archdiocese of Sydney and with other University Chaplaincies as required (particularly in regard to WYD)
- Oversee World Youth Day (WYD) events coordinated by university chaplaincies and attend the Archdiocesan WYD committee meetings
- Liaise with the different university Catholic Student Associations and assist with coordination of programs
- The overall management of chaplaincy staff via Team Leaders at the University of Sydney, University of Technology, University of NSW and Macquarie University
- Liaise with national student bodies, such as the Australian Catholic Students Association and the Australian Union of Students in matters relating to Catholic Chaplaincies within the universities
- Setting up and supervising FOCUS style missionary groups
- Other duties as directed by Episcopal Vicar for Evangelisation

Inter-relationships:

The University Chaplaincy Coordinator interacts with the following internal and external individuals and groups:

Internal:

- Episcopal Vicar for Evangelisation
- Team Leaders and staff of University Catholic chaplaincies
- Director, Chancery Projects
- Agencies of the Archdiocese with whom there is a common service, such as Sydney Catholic Youth, Vocations and Evangelisation Project agencies including Directors of Outreach, Creativity and Design, and Communications
- The official Catholic Students Societies at secular University campuses and other Catholic groups
- The ACSA (Australian Catholic Students Association)
- Catholic Priests of nearby and relating Parishes where appropriate
- Catholic Chaplaincies of other Universities within the Archdiocese
- Team Leader, Sydney Catholic Youth
- Director, Mission and Identity, Sydney Catholic Schools

External:

- The University Registrar, Director of Student Services and Student Union officials
- Other student societies, in particular other Christian societies and the societies more obviously engaged in questions of culture, such as the Medical Society, Law Society, Philosophy Society and Debates Society, etc.

Qualifications and Experience:

The ideal University Chaplaincy Coordinator will have:

- Minimum of three (3) years experience in a similar role, or equivalent experience working with young people and students in other capacities

- At least one undergraduate degree, and further studies in Theology preferred
- Demonstrated experience in relationship building
- Demonstrated experience in Evangelisation
- Demonstrated experience in faith formation and spiritual formation
- Demonstrated experience in organising and coordinating large events
- Demonstrated commitment to the ethos and values of the Catholic Church and its Tradition
- Demonstrated experience in assisting young people to take vocational steps
- Working knowledge of Microsoft Office Applications: Word, Excel, PowerPoint, Access and Outlook
- While not essential, experience in one or more of the following areas would be an advantage:
 - Counselling
 - Media and promotion

Attributes:

The University Chaplaincy Coordinator will demonstrate the following attributes:

- Ability to manage a small team
- Ability to deal sensitively and intelligently with difficult issues
- Ability to communicate effectively and compassionately
- Ability to listen
- A proven capacity for strategic thinking and creating new projects
- Ability to help people to grow in freedom and responsibility
- Excellent people skills
- Proactive approach and commitment to do whatever is necessary to ensure tasks and functions are fulfilled

Performance Management:

The performance of the University Chaplaincy Coordinator will be assessed having regard to:

- Performance on the key responsibilities and attributes of this role
- The quality of service offered to the University students on campus
- The quality of leadership provided in engaging the culture: specifically in engaging the University and its students and staff in the significant questions of the day
- Ability to develop and maintain relationships with stakeholders
- General effectiveness in forming students in leadership and service with whom they have regular contact
- Ability to develop work plans and achieve agreed objectives with limited supervision