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## POSITION DESCRIPTION

POSITION TITLE:	Youth Ministry Officer
REMUNERATION SCALE:	Level 2
REPORTS TO:	Coordinator of Youth Ministry
FULL TIME EQUIVALENT:	1 FTE
HOURS PER WEEK:	37.5
LOCATION:	Bendigo
AUTHORISED BY:	Director of Mission and Pastoral Life
DATE:	15 <sup>th</sup> March 2022

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### Primary Objectives

To foster the personal and spiritual growth of each young person in the Catholic Diocese of Sandhurst, by drawing young people into responsible participation in the life, mission and work of the Catholic faith community and empowering young people to live as disciples of Jesus Christ in our world today.

### Major Accountabilities

1. Promote the values, principles and ideals of Jesus Christ and the Catholic Church to young people of the Catholic Diocese of Sandhurst.
2. Maintain regular communication with youth and adult leaders across the Diocese through Social Media and personal contact.
3. Advocate for young people at local, regional, and diocesan level.
4. Assist in providing leadership training and a network of support structures for youth ministry leaders including training for Professional Standards (Child and Vulnerable Adult Safety).
5. Maintenance of social media, websites, and other forms of communications.
6. Act as a good steward of the Diocesan resources.

### Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.



## THE CATHOLIC DIOCESE OF SANDHURST

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst and the missionary focus and aspiration of the Diocese including Adult Faith Formation, Youth and Communications as well as Finance, Archival, and Information Technology support services.

The Youth Ministry Officer is accountable to the Coordinator of Youth Ministry for the development and promotion of youth ministry in the Diocese of Sandhurst through enabling and empowering young people.

The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

### **Safety of Children and Vulnerable Adults**

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

### **Risk and Occupational Health and Safety**

- Observe safe work practices in accordance with training and instruction given and report any risk to the immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

### **Key Communications**

Internal:

- ◆ Bishop
- ◆ Coordinator of Youth Ministry
- ◆ Director of Mission and Pastoral Life
- ◆ Mission and Pastoral Life Team

External:

- ◆ Clergy
- ◆ Catholic Education Sandhurst
- ◆ Parish staff
- ◆ Other youth agencies



## THE CATHOLIC DIOCESE OF SANDHURST

- ◆ Service Suppliers
- ◆ Volunteers

### **Accountability (independence and Influence)**

The Youth Ministry Officer will make decisions about the day-to-day work within established mandates, policies and procedures. They will consult with the Coordinator of Youth Ministry before making decisions about work that are outside established mandates, policies, and procedures. They will refer decisions that fall outside of the competency of the position to the Coordinator of Youth Ministry.

### **Job Environment**

This position involves the delivery of youth ministry in accordance with the direction and guidance of the Coordinator of Youth Ministry, and the Director of Mission and Pastoral Life.

### **Reasoning**

- ◆ A passion for young people with a positive vision for young people's role in the Church and society.
- ◆ Ability to work within and contribute to the Mission/Values of Catholic Diocese of Sandhurst.
- ◆ Ability to use their initiative, demonstrate reliability and thereby require only some supervision and guidance, and to be prepared to travel for work purposes when required.

### **Challenges**

1. Maintaining connections with youth, schools, and parishes through social media (and the like) and ensuring that they are kept engaged and informed of Catholic events which will promote spiritual growth.
2. Working independently for periods of time to meet deadlines.
3. Ensuring youth ministry events and personnel are compliant with all aspects of the National Catholic Professional Standards.
4. Finding creative ways to engage young people in conversation about faith and life, especially through School Outreach.
5. Engage and support parishes in developing parish-based youth ministry.

### **Knowledge, Skills and Experience**

- ◆ An understanding of and willingness to work within the Catholic ethos.
- ◆ Previous experience in active youth ministry leadership, or in working with young people in schools.
- ◆ Ability to efficiently organise and manage own workload.
- ◆ Sound communication skills and the ability to communicate effectively with people in a wide range of positions of responsibility.
- ◆ Well-developed written and oral skills and confidence in speaking to groups of people.



THE CATHOLIC DIOCESE OF SANDHURST

- ◆ Competent with most forms of information technology (including social media and developed website skills).
- ◆ Creativity, initiative, and capacity to persevere and complete initiatives.

**Desirable Attributes**

- ◆ A keen sense of marketing and promotion of youth ministry.
- ◆ Ability to network with musicians and some personal competency in musical skills.
- ◆ Ability to connect with Catholic Secondary Schools to organise and carry out outreach opportunities.
- ◆ Ability to take an active role in events management.

**Decision Making**

The Youth Ministry Officer will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Coordinator of Youth Ministry or to the Director of Mission and Pastoral Life as appropriate.

**Position Impact**

The Youth Ministry Officer does not have responsibility for other employees or any budget allocation.

**Criminal Screening and Working Rights**

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
2. **Evidence of their Right to Work** in this location.
3. A current **Working with Children Check** as role does involve child related work.

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**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_