

**POSITION DESCRIPTION (PD) FOR Youth and Schools Engagement Officer – VIC/TAS**

<b>Position Title (Generic):</b>	Officer	<b>Position Title (Specific):</b>	Youth & Schools Engagement Officer
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>• Diocesan Director – Archdiocese of Melbourne</li> <li>• Indirect reporting line to the National Community Engagement Officer – Socktober (NCEO-S)</li> </ul>	<b>Direct Reports:</b>	None
<b>Position Location:</b>	Melbourne If Other, please identify: <a href="#">Click here to enter text.</a>	<b>Position Code:</b>	YSEO-FT
<b>Full Time Equivalent (FTE):</b>	Full-time=1.0FTE	<b>Date:</b>	21/03/2023
<b>Employment Type:</b>	Permanent	<b>Rem Code:</b>	EF
<b>Financial Authority:</b>	<input type="checkbox"/> Authority level to <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> Credit card to monthly cap of \$2000	<b>Rem Steps:</b>	From: S17 To: S24
		<b>Award</b>	No Award - ACBC guidelines
<b>About Catholic Mission</b>	<p><b><i>Our Vision</i></b></p> <p>That all may have life in Christ.</p> <p align="center"><i>“I came that they may have life, and have it abundantly.” (John 10:10)</i></p> <p><b><i>Our Mission</i></b></p> <p>As the Pope’s international mission agency, we respond to the call to love God and to love our neighbour by forming individuals and communities as missionary disciples of Jesus who share their faith in action and through prayer.</p> <p>We share in God’s mission to reach out, give life by sharing our personal and financial resources to:</p> <ul style="list-style-type: none"> <li>• proclaim the Gospel</li> <li>• serve people in need</li> <li>• act for peace, justice and creation</li> </ul> <p>In partnership with local churches so that all may have life in Christ.</p> <p align="center"><i>“Love one another. Just as I have loved you, you also should love one another.” (John 13:34)</i></p>		
<b>Purpose of Role</b>	<p>This position exists to support the development and implementation of Catholic Mission’s <b>Youth and Schools Community Engagement Strategies</b>, with a view to engaging schools and other youth networks in both the organisation’s work and the mission of the global Catholic Church.</p> <p>The primary purpose of this role is to:</p> <ul style="list-style-type: none"> <li>• Support whole school communities in the dioceses across Victoria and Tasmania to engage in various ways with the formation and fundraising opportunities available through Catholic Mission, including workshops, events, Socktober peer-to-peer participation, workplace giving, immersions and other formation initiatives.</li> <li>• Engage communities of youth, including students, and their wider networks, in the work of Catholic Mission, through formation and the promotion of prayer, advocacy, action and fundraising.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Support the development of strategies and the formation of partnerships that will lead to broader engagement of youth at various levels, including schools, in the work of mission.</li> <li>• Provide support in developing pathways from primary and secondary schools engagement to post-secondary youth engagement.</li> </ul>
<b>Primary Duties &amp; Key Performance Indicators (KPIs)</b>	
<b>Key Responsibility Areas – Expected End Results</b>	<b>Key Performance Indicators (KPIs) – Measures of Success</b>
<p><b>1</b> Contribute to the development of an annual plan for schools and youth engagement in the dioceses of Melbourne, Ballarat, Sale, Sandhurst and Hobart.</p>	<ul style="list-style-type: none"> <li>• As a member of the Schools Engagement Strategy Committee, contribute to the annual planning process for Socktober and other schools engagement.</li> <li>• Plan and coordinate, as part of a national collaborative effort in schools engagement, Socktober events/activities within VIC/TAS dioceses.</li> <li>• In collaboration with the NCEO-S, ensure schools are offered appropriate Socktober resources, seamless communication and follow-up via email, phone and face-to-face, both proactively and in response to requests.</li> <li>• Ascertain opportunities for broader community engagement (e.g., soccer clubs/associations, etc.) for sponsorship and involvement of corporates and small business in Socktober.</li> </ul>
<p><b>2</b> To connect CM staff and local youth networks including AYCS and AYCW leaders/mentors/workers with young people engaged through the Youth Engagement Strategy, particularly those who have participated in a CM Immersion program.</p>	<ul style="list-style-type: none"> <li>• Working with the national Youth Engagement Officer, seek out and maximise opportunities to connect CM’s youth and schools engagement programs with national and international youth networks and programs.</li> <li>• Attend relevant youth events across VIC/TAS dioceses and develop networks with youth leaders.</li> </ul>
<p><b>3</b> Students and their networks within the VIC/TAS dioceses successfully engage with the Socktober initiative around WMM in October.</p>	<ul style="list-style-type: none"> <li>• Maximise opportunities to promote Socktober at Catholic Schools/Education Office (CSO/CEO) meetings and other relevant gatherings of RECs, educators, and students, including conferences, school assemblies, and University open days throughout the year.</li> <li>• Identify target schools that will support the highest levels of student engagement, in terms of registration and fundraising, in each VIC/TAS diocese and engage to seek commitment.</li> <li>• Ensure schools across VIC/TAS are equipped and supported to carry out Socktober activities, including formation workshops, communication to wider community, registration of students, effective instruction using Mission Packs and other resources, prayer and liturgy opportunities, and Socktober events.</li> <li>• Schools and students are well supported to ensure an enthusiastic and mission-focused engagement with Socktober among their networks, thereby maximising income.</li> <li>• Annual targets for active student and school participation in Socktober are achieved.</li> </ul>
<p><b>4</b> Effective follow-up of Socktober post-WMM allows for enhancement of the program and the formation and fundraising experience for students and their families.</p>	<ul style="list-style-type: none"> <li>• Coordinate recognition and re-engagement procedures for schools in the VIC/TAS dioceses, including provision of certificates and updates on impact of support.</li> <li>• Contribute to post-event wrap-up tasks, including data reporting, program evaluation, and end of campaign report.</li> <li>• Identify participants for surveys and help coordinate other feedback mechanisms, such as the Socktober Teacher Experience Forum.</li> <li>• Coordinate an annual forum of internal feedback about Socktober among VIC/TAS/SA diocesan staff.</li> </ul>

<p><b>5</b> All six pillars of Schools Community Engagement are effectively promoted to every level of Catholic Education within the VIC/TAS region.</p>	<ul style="list-style-type: none"> <li>• Create opportunities to meet with relevant CSO/CEO, diocesan administrative, and school executive staff, including at representative gatherings, to promote engagement initiatives offered by CM.</li> <li>• In collaboration with the CM Immersions team, support schools to explore CM Immersions opportunities and establish pathways to other forms of mission engagement and advocacy post-Immersion.</li> <li>• Promote CM workplace giving program in relevant sectors of Catholic Education and among young workers.</li> </ul>
<p><b>6</b> To engage internal and external stakeholders in CM's youth and schools community engagement initiatives, especially via social and digital media.</p>	<ul style="list-style-type: none"> <li>• Regularly update CM staff about youth and schools engagement through internal communication forums including weekly newsletter and regular meetings.</li> <li>• Work with the CM Communications Team to plan and prepare traditional and social media communications outreach about youth and schools engagement initiatives in VIC/TAS dioceses.</li> <li>• Review best practice to optimise social media as a tool to effectively engage youth.</li> </ul>
<p><b>7</b> Comply with CM's Safeguarding of Children and Vulnerable Adults policy and code of conduct.</p>	<ul style="list-style-type: none"> <li>• The policy and code of conduct is observed and adhered to at all times.</li> <li>• Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/or vulnerable people.</li> </ul>
<p><b>8</b> Comply with Catholic Mission work, health and safety measures and standards.</p>	<ul style="list-style-type: none"> <li>• Safe work practices are observed in accordance with training and instruction given.</li> <li>• Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>• Consultative processes provided by Catholic Mission are engaged.</li> </ul>
<p><b>Challenges of the Position</b></p>	
<ul style="list-style-type: none"> <li>• Managing competing priorities as Catholic Mission looks to continue to develop and expand its youth and school engagement strategies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Resistance among some schools towards online fundraising. Highly developed negotiation and influencing skills are required to engage schools, students, and the wider community in the program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Supporting staff in the region and nationally, where possible, to comprehend, embrace, and effectively outwork Catholic Mission's strategies for youth and schools engagement.</li> </ul>	
<ul style="list-style-type: none"> <li>• Working hours will sometimes be out of normal working hours and require time away from home. These hours out of the office are offset by accrual of time in lieu in accordance with CM workplace policies.</li> </ul>	
<ul style="list-style-type: none"> <li>• All of Catholic Mission's schools programs, including Socktober, have a strong element of Catholic faith formation embedded in them. Successful delivery of these programs requires a contextual grounding in Catholic faith traditions and a passion for sharing our values with students and school communities.</li> </ul>	
<p><b>Person Specification</b></p>	
<p><b>Essential</b></p>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of, and commitment to, Catholic principles, values and global mission.</li> <li>• Principles and techniques of fundraising, social marketing, social media, and non-profit operations.</li> <li>• Familiarity with the principles of international development</li> <li>• Some familiarity with the Catholic Education Sector</li> </ul>
<p><b>Desirable</b></p>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Familiarity with online peer-to-peer fundraising platforms.</li> <li>• Familiarity with the ethos, culture of CM.</li> <li>• Multimedia communication channels and methods, including social media.</li> </ul>

<b>Essential</b>	<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 1 year of experience in the not-for-profit (NFP) or another relevant sector</li> <li>• Demonstrable customer/donor care experience.</li> </ul>	<b>Desirable</b>	<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 2 years of relationship-based fundraising experience.</li> <li>• Working within a school environment.</li> <li>• Developing solid and sustainable donor relations.</li> <li>• Experience in working within a religious context, ideally within the context of the Catholic Church.</li> </ul>
<b>Essential</b>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Exceptional interpersonal skills, including an ability to establish rapport with senior Catholic education staff; students and their families; business professionals; Catholic Church leaders, including priests and bishops; individual supporters/donors; and youth groups and young leaders.</li> <li>• Excellent communication skills, including storytelling, active listening, writing, presenting and facilitation, and solid telephone skills.</li> <li>• Event planning and facilitation, particularly with regards to fundraising activities.</li> <li>• High level of efficiency, accuracy, and attention to detail, particularly in relation to time management, multi-tasking, prioritising tasks according to level of importance.</li> </ul>	<b>Desirable</b>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to plan and execute strategic communication journeys, especially via email platforms.</li> <li>• Intermediate office skills, such as mail merge, spreadsheets, labels etc.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All applicants must be eligible to work within Australia.</li> <li><input checked="" type="checkbox"/> A Criminal History Check is required for this position.</li> <li><input checked="" type="checkbox"/> A Working with Children Check is required for this position.</li> <li><input checked="" type="checkbox"/> This position requires occasional regional travel.</li> <li><input checked="" type="checkbox"/> This position requires a driver's licence.</li> <li><input checked="" type="checkbox"/> Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line manager's directive, adherence to program, HR and Finance policies and procedures.</li> <li><input checked="" type="checkbox"/> You will receive a Mobile Phone Plan currently \$325pa for full-time role.</li> <li><input checked="" type="checkbox"/> Capacity to work outside standard business hours.</li> </ul>		

<b>Key Stakeholders/Relationships</b>			
This role will work collaboratively with a number of internal and external partners, including the Catholic Education Sector, to achieve our mission of empowering young people to be agents of change, to put their faith into action, and to find the deepest meaning in their lives.			
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Diocesan Director – Archdiocese of Melbourne</li> <li>• National Community Engagement Officer – Socktober</li> <li>• Mission Formation Team</li> <li>• Youth and Schools Engagement Officers representing QLD and NSW/ACT regions</li> <li>• Schools Engagement Strategy Committee</li> <li>• Fundraising Team</li> <li>• Communications Team</li> </ul>		
<b>External</b>	<ul style="list-style-type: none"> <li>• Catholic Education executives, including Heads of Mission/Evangelisation, Directors of Mission, etc.</li> <li>• Religious Education Leaders</li> <li>• Senior school leadership/executive</li> <li>• Student bodies</li> <li>• Catholic Church leaders including Archbishops, Bishops and parish priests</li> <li>• Business Leaders in the Community</li> <li>• Youth Leaders / Groups</li> <li>• AYCS/AYCW representatives</li> </ul>		
<b>PREPARED BY:</b>		<b>REVIEWED BY:</b>	
<b>Name</b>	Matt Poynting	<b>Name</b>	Kevin Meese
<b>Position Title</b>	NCEO-S	<b>Position Title</b>	Melbourne DD
<b>Date</b>	21 Mar 2023	<b>Date</b>	27 Mar 2023
<b>AUTHORISATION: 1<sup>st</sup> Level</b>		<b>AUTHORISATION: 3<sup>rd</sup> Level</b>	
<b>Name</b>	Sharon Messina	<b>Name</b>	Peter Gates
<b>Position Title</b>	HR Director	<b>Position Title</b>	Deputy National Director in lieu of National Director
<b>Date</b>	27 Mar 2023	<b>Date</b>	29 Mar 2023