

**JOB TITLE:** Diocesan Youth Ministry Leader

**JOB TYPE:** Full Time

**EMPLOYER:** Office of the Bishop (OOB)

**DEPT:** Office of Renewal and Evangelisation (ORE)

**MANAGER:** Director ORE

Xavier Centre

38 Harbour Street

(PO Box 1239)

Wollongong NSW 2500

[www.dow.org.au](http://www.dow.org.au)

## WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to support the bishop in carrying out his mandate received from Christ to teach, sanctify and govern by providing authentic, grace-filled and engaging opportunities for all people in the diocese and beyond to better know, love and serve God and their community.

## ABOUT THE ROLE

The primary purpose of this position is to actively lead Youth and Young Adult Ministry (Y&YA) within the Diocese of Wollongong as a member of the Office of Renewal and Evangelisation Team. (ORE)

The key aim of this role is to work closely with key stakeholders in Y&YA ministry so as to bring young people to an encounter with and deeper faith in Jesus Christ, leading to active membership of and commitment to the Sacramental life of the Church.

To achieve this, the Youth Ministry Leader will be required to work collaboratively as a member of the ORE in developing and refining a new Diocesan plan for Y&YA in light of **Come and See, Go and Make - The DoW vision for Parishes (2023)** along with *Anointed and Sent - National Vision for Youth ministry*.

## YOUR RESPONSIBILITIES

The Youth Ministry Leader will serve the Bishop in his ministry to Y&YA ministry through the following tasks:

- Oversee the development of a renewed plan for Diocesan youth ministry.
- Nurture faith-based connections between young people from schools, parishes, universities etc., through opportunities for faith formation, prayerful encounters and service opportunities at various Parish, Deanery and Diocesan levels.
- Develop, plan and implement key Diocesan Y&YA ministry initiatives for school and post-school age young adults.
- Ensure quality communication and engagement with key stakeholders in Y&YA ministry, especially in Parishes / Deaneries and via the DoW Catholic Schools network.
- Oversee the training, management, resourcing and development of any staff / volunteers involved in Diocesan Y&YA Ministry.
- Oversee Maintenance of contact management system (CMS) including lists of employees /

volunteers involved in Y&YA initiatives, including mandatory checks, training, event attendance in line with Diocesan Professional Standards and ministry requirements and protocols.

- Develop a Diocesan Youth and Young Adult Council to advise the Bishop about Y&YA ministry.
- Represent the Diocese on key Committees such as ANDYMC, National Youth Council and work closely with the Office of the Bishop staff on all matters relating to youth ministry.
- Manage Youth Office budget, and all related income and expenditure.
- Maintain and update youth ministry content on Diocesan website and social media platforms.
- Other duties as directed by the Director of ORE / Bishop.

## YOUR RELATIONSHIPS

The Youth Ministry Leader reports to the Director of Renewal and Evangelisation. In addition, you will work closely with:

- Office of Renewal and Evangelisation Team
- Parish Clergy and Leadership Teams who are eager to invest in and support local / Deanery based youth ministry.
- DoW Vocations Director and UoW Chaplain
- Catholic Education Diocese of Wollongong - CLEM team
- Catholic Schools - Particularly Religious Education Coordinators (REC) and Youth Ministry Coordinators (YMC)
- Diocesan youth-related committees
- Organisations that resource youth ministry, eg Alpha Australia, LifeTeen, etc.
- Organisations / events that create opportunities for young people to connect eg: Emmanuel Community - Ignite Conference, DoJ / YMT - Summer School / Light to the Nations, ACBC- ACFY & WYD.

## YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- A strong personal commitment to the mission, teachings and practices of the Catholic faith and the ability to articulate this.
- The ability and experience to joyfully and vibrantly present the kerygma to young people of various ages in different settings and the ability to facilitate training for teams who do the same.

- The ability to facilitate the leadership of young people in prayer, worship and powerful liturgical experiences that open young people to an encounter with the Holy Spirit.
- An understanding of the structure and workings of the Catholic Church.
- Strong leadership and organisational skills.
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy parishes and diocesan staff.
- Strong oral and written communication skills.
- Competence in a range of information technology applications and use of Social media
- Highly developed written and verbal communication skills
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality.
- The ability to manage a complex workload.
- A current drivers licence.
- A degree qualification and / or equivalent experience in Catholic Youth Ministry.

### REMUNERATION

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This is a full-time non-award position. The ability and willingness to embrace flexible working hours and travel is an essential part of the nature of this role, including evening and weekend work. The right applicant would be able to have provision for some working from home arrangements as per the OOB Working From Home policy. Your normal work hours will be 35 hours per week on average, but does require reasonable additional hours with some provision for Executive Approved Leave to balance these demands.

The remuneration range for this position is dependent upon qualifications and experience (\$80-105K p.a) inclusive of superannuation. A fully maintained motor vehicle (valued \$15k), including reasonable private use is supplied. A mobile phone and laptop will be provided for the position.

There is a four (4) week's annual leave entitlement with this position. There may be a probationary period during which your suitability for employment will be assessed.

### PERFORMANCE MANAGEMENT

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Your performance as the Diocesan Youth Ministry Leader will be assessed on a regular basis, and at least annually as per Diocesan Policy, having regard to the following:

- Your performance in carrying out the key responsibilities of this role.
- Your oversight and progression of a Diocesan Plan for youth ministry.
- Your ability to maintain relationships with key stakeholders.
- Your ability to develop work plans and achieve key objectives.

### CHECKS AND CLEARANCES

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Appointments are subject to the following checks and clearances:

- Referee checks including one from a Parish Priest
- National Criminal History Record check
- Working with Children Check clearance

### HOW TO APPLY

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You should submit a covering letter addressing how your attributes, experience and qualifications make you a good candidate for the role of Youth Ministry Leader, one who is able to fulfil the key elements of this position description, along with any supporting documentation.

You should provide two referees as outlined above. Please address your application to:

Mr Jude Hennessy  
Director of the Office of Renewal and Evangelisation  
Office of the Bishop  
PO Box 1239  
Wollongong NSW 2500

Applications can be emailed to  
**[helen.bennett@dow.org.au](mailto:helen.bennett@dow.org.au)**

For all enquiries call Helen on 4222 2403

Applications close Tuesday 12 December 2023. Interviews will follow within a week, with the successful applicant hopefully to start mid to late January 2024.