1. **POSITION DESCRIPTION**

Position Title: JPII House – Discipleship Officer

Department: Discipleship

Location: Based at Melbourne University (will be required to work across multiple campuses)

Employment Status: Permanent full-time

Reports to: Discipleship Specialist - Universities

1. **POSITION PURPOSE**

Reporting to the *Discipleship Specialist - Universities* the *JPII House – Discipleship Officer* is to be a witness of the Good News of Jesus Christ on the university campus and to invite students on the journey of discipleship.

The work of the *JPII House – Discipleship Officer* is Gospel based and expressed in personal witness of faith, accompaniment, community building, formation, liturgy, prayer, and pastoral care. *The JPII House – Discipleship Office*rbrings the Presence of Jesus to the university community. As Jesus did in the Gospel, the *JPII House – Discipleship Office*r meets people where they are and walks with them, and offers nourishment to the spiritually hungry and poor, wherever they are to be found.

Based at JPII House, the *JPII House – Discipleship Officer* works with students from a variety of universities, the *JPII House – Discipleship Officer* will have a unique role in seeking to evangelise students and staff by offering pathways for discipleship. They seek to provide opportunities for faith encounters and are willing to accompany students on their faith journeys. Being an authentic witness on campus, the *JPII House – Discipleship Office*r should be respectful and welcoming of all people, always proposing the Gospel but never imposing.

1. **TEAM OVERVIEW**

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 334 schools through pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor, Broken and Wounded.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

The Proclaim Team is a core initiative at the service of proclamation, formation and mission for the Archdiocese of Melbourne: offering strategies, resources and support for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy.

The *Discipleship Team* operate as a dynamic team to build a culture of discipleship in parishes, communities and on campuses within the Archdiocese of Melbourne to develop programs and opportunities for deeper engagement with youth, young adults, and university students.

1. **KEY ACCOUNTABILITIES**

***Provide opportunities of encounter***

* Offer a visible Catholic presence and actively seek to engage Catholic and non-Catholic students in dialogue on important questions common to all.
* Develop a community environment in which students can grow in their journey of discipleship and have an encounter with the Lord.
* Establish and support the formation of small group discipleship on campus.
* Provide pastoral care and support primarily to the students of the university community. The role will require empathetic listening, walking beside people for short or longer periods, supporting different life issues, and being prepared to offer pastoral support wherever needed.  Being available during times of stress, conflict and grief.
* Provide advocacy for students by discerning when it is appropriate to refer students to counsellors, student services, and other support networks within the university.

***Encourage students to engage more deeply with their faith***

* Personally, accompany students, encouraging them in their discipleship journey.
* Provide support and encouragement to the Catholic Clubs/Societies and their initiatives on campus.
* Work with the Discipleship Specialist - Universities and broader proclaim team to provide opportunities for catechesis, discussion, and formation.
* Liaise with the chaplain to see that mass and other opportunities for prayer and reflection can be offered on campus when possible. Organise supply priests for Masses when Chaplain in unavailable.

***Assist students to embark on the lifelong journey of faith***

* Connect students to activities that help them engage more deeply with the life of faith beyond campus.
* Promote a culture of leadership development.
* Build a culture of vocations that fosters a personal striving for the pursuit of holiness.

***Working collaboratively around a common purpose***

* Collaborate with the broader Discipleship Team to serve the needs of University Students across the Archdiocese.
* Serve with energy and passion for Gospel mission – being informed by the needs of the people you serve.
* Work with flexibility and agility to respond to ever changing needs.
* Ability to work evening and weekends as required.

**JPII House**

* Collaborate with the Discipleship Specialist - Universities to help manage the day-to-day operations of JPII House ensuring at all times that it is a place of welcome, hospitality, safety and administration.
* Ensuring that all students sign the *Student Code of Conduct* and are aware of the expectations of behaviour while using the House.
* Actively seek to identify needs of students, in particular those that visit JPII House, and working with the broader team design and develop new initiatives in response to these needs that further the work of discipleship
* Continually strive to engage students with the broader life of the Church in Melbourne, and connect them in with the broader initiatives of the Proclaim team.
* Monitoring daily student numbers and activities, keeping accurate records of actives and attendance, and reporting regularly to the Discipleship Specialist - Universities on student engagement.
* Monitoring the property's cleanliness and liaising with the external cleaning contractors as necessary.
* Maintaining general upkeep of the property and ensuring that all health and safety matters are actioned and reported in a timely fashion to the Discipleship Specialist - Universities.

***Other Responsibilities***

* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
1. **JOB COMPETENCIES – (SKILLS)**
* Tertiary qualifications (or working towards) in theology, religious education, ministry or a similar relevant experience (desirable)
* Current Victorian Driver’s Licence (essential)
* National Police record check (essential)
* Working with Children Check (essential)
1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
* A strong commitment to the values and teachings of the Catholic Church and ethos of the Archdiocese with a motivation to work within a local and national Church environment
* High level of integrity and honesty, with an awareness and appreciation of Catholic Social Teaching and the Catholic Intellectual Tradition
* The ability and desire to be open to support and work with people of all faiths or no faith
* High level of knowledge and experience of the university environment
* Demonstrate an interest in and an ease with young people, to be able to meet and talk with young adults
* Be an independent worker
* Ability to work collaboratively within a team
* Well-developed sense and understanding of confidentiality
* Well-developed oral and written communication and relationship management skills
* Sound organisational and time management skills
* Competent computer and technology skills
* Excellent interpersonal, verbal and written communication skills
* High level of attention to detail, quality and accuracy
* Ability to multi-task and work quickly and efficiently
1. **KEY RELATIONSHIPS**

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| **WHO** | **WHY** |
| **Internal Stakeholders** |
| Discipleship Specialist - Universities | Escalate issues, keep informed, advise and take direction. |
| Discipleship Specialist - Young Adults | Collaborate on programs that provide crossover between the young adult and campus ministry space.  Provide assistance with the placement of Discipleship Interns. |
| Discipleship Interns | Supervise placement of Discipleship Interns. |
| Chaplains | Collaborate with JPII House Chaplain in discipling students and coordinate daily Mass. |
| Proclaim Team | Participate in discussions and decisions regarding discipleship strategies and support for university students and young adults.Provide suggestions and input into development of resources and programs offered on campuses.Participate in meetings to share information. |
| **External Stakeholders** |
| Young Adults and Tertiary Students | Provide and gather information on the reality of the lives of young people today and the issues impacting them as students and/or in the wider community. |

1. **KEY SELECTION CRITERIA**
* An extensive understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Archdiocese of Melbourne.
* Experience in a Church environment or evangelisation ministry setting with a focus on young adult ministry and/or campus ministry.
* Exceptional communication skills with proven capability to network, present to, and influence with individuals, community groups and meetings.
* Proficiency in successfully working in a collaborative or team environment.
* Commitment to being adaptable and demonstrating flexibility and agility in the workplace. Including willingness to work variable hours according to local community needs (i.e. evenings and weekends).
* Ability to respond positively to challenging circumstances and commitment to collaboratively finding solutions to challenging problems.
* Exceptional resource and time management skills delivering work to achieve objectives efficiently and within agreed timelines.
1. **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

* Collaborative and can build engagement around a common purpose
* Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
* Flexible and agile in how to respond to ever changing needs
* Accountability and delivery
* Foster solutions within the communities
* Stewardship Care
1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

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

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_