

**POSITION DESCRIPTION
MISSION & EVANGELISATION PARTNER – YOUTH MINISTRY**

REPORTS TO: Director of Mission & Evangelisation	Grade 5
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.</p> <p>The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>OUR VALUES</p> <p>Compassion Hope Integrity Justice Participation</p>	
<p>PRIMARY PURPOSE</p> <p><i>Mission & Evangelisation (M&E)</i> in the Diocese of Maitland-Newcastle are an outward looking team who proudly choose to be where people are in sharing the message of the Gospel with the contemporary world. Our purpose is to provide Diocese-wide leadership in accompaniment and resourcing for catholic formation, training, and encounter.</p> <p>The Mission & Evangelisation Partner – Youth Ministry accompanies and supports the implementation of a vision where faith communities:</p> <ul style="list-style-type: none"> • Thrive in prayer, worship and liturgy • Are engaged in, challenged by, and leading, local faith formation • Are connected in the world seeking opportunities for mission 	

This role facilitates the development and coordination of innovative and collaborative youth ministry practices that support a shared mission across the diocese. The 'youth ministry strategy' will seek to engage teenagers into their young adult years with a particular focus on building capacity with secondary school students.

Parishes are the centre of the mission and life of the diocese. This position, alongside the broader team, will seek to invite partnership and collaboration between faith leaders, volunteers, Catholic Schools, CatholicCare, St Nicholas and other church bodies in the area of youth ministry under the leadership of the Director of Mission & Evangelisation.

The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Diocese of Maitland-Newcastle.

KEY ACCOUNTABILITIES	
<p>KEY PERFORMANCE AREA</p> <p>Formation, Training & Events of Encounter</p>	<p>KEY TASKS</p> <ul style="list-style-type: none"> • Strategically lead, create and evaluate youth ministry initiatives to meet the dynamic needs of the diocesan community in various forms and settings. This should include a bespoke and contextualised youth ministry pathway for secondary school students • Identify opportunities for co-design and evaluation of programs and take responsibility for the delivery of such initiatives • Coordinate special projects and collaborate with relevant stakeholders to create opportunities for ongoing formation and connection of youth leaders including reflection evenings, training days and leadership development • Assist in the coordination of local and Diocesan events that foster unity, formation and mission including World Youth Day and any national youth ministry events; • Provide spiritual formation opportunities • Build the capacity of local youth ministry leaders to lead in their own communities • Identify and discern potential presenters, speakers, facilitators, educators and trainers who could respond to the faith formation needs of young people in the diocesan community • Engage and induct trainers, facilitators and speakers in accordance with diocesan policy. • Lead the development and distribution of resources that build youth ministry capacity in local contexts, including through social media
<p>Accompaniment & Networking</p>	<ul style="list-style-type: none"> • Recruit and accompany a network of individuals and teams who contribute to a vision of youth ministry delivery in their local and regional areas • Journey alongside the network to identify and respond to opportunities for formation across the whole of the diocese and determine how M&E can assist • Gather the network throughout the year for formation and sharing of best practice • Provide a 'ministry of presence' by visiting local youth groups throughout the year; • Respond to requests for youth ministry resources and pastoral face-to-face engagement; • Lead and manage presenters and volunteers to get the best outcomes for youth ministry in the diocese and its agencies • Liaise with the Diocesan Volunteer Coordinator to ensure compliance with child protection and safeguarding legislation and standards
<p>Teamwork</p>	<ul style="list-style-type: none"> • Liaise closely with the Catholic Chaplain to Newcastle University in co-creating opportunities for young adults

	<ul style="list-style-type: none"> • Collaborate with other members of the M&E Team where youth ministry and their area of expertise align for the good of the Diocese • Cultivate strong relationships across Diocesan agencies • Contribute towards the M&E Calendar with youth ministry responses that meet the evolving needs of the diocesan community
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<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Completed or currently enrolled in a university degree in a related field, (at least at undergraduate level); • Current Class C Driver's Licence • Successful applicants must provide clearances in regard to Working with Children and Criminal background checks <p>Desirable</p> <ul style="list-style-type: none"> • Tertiary qualifications in Theology and/or Religious Education, or equivalent qualification • Understanding and experience with Theological Reflection and discernment

<p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • A demonstrated commitment to the ethos and values of the Catholic Church; • Demonstrated experience in supporting and mentoring leaders in a church context; • Sound knowledge of the teachings of the Catholic Church; • Passion for life in faith, especially in the area of youth ministry; • Awareness of issues affecting young people in contemporary society; • Creativity in planning and sharing your ideas with others; • Strong interpersonal and relationship skills • Sound computer literacy including the ability to effectively operate the Microsoft Office suite • Project management and strategic planning skills; • Excellent written and oral communication skills; • Professional manner and presentation; • Flexibility to work some evenings and weekends, as required.

KEY RELATIONSHIPS	
INTERNAL	EXTERNAL
Director of Mission & Evangelisation	Parishes and parish leadership
Mission & Evangelisation Team	School Communities
Catholic Chaplain to Newcastle University	Parish Communities
CSO Religious Education & Spirituality Team	National Networks of Diocesan Youth Ministry Coordinators
Assistant Head of Religious Education and Spirituality	School Ministry Coordinators
Bishop's Office	

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Supervisor:

Position Description Last Reviewed:

November 2024

Next Review is due on: