

POSITION DESCRIPTION (PD) FOR Youth & Schools Engagement Officer – QLD

Position Title (Generic):	Officer	Position Title (Specific):	Youth & Schools Engagement Officer – QLD
Reporting to:	National Schools Engagement Manager (NSEM)	Direct Reports:	n/a
Position Location:	Diocese BRISBANE If Other, please identify: Click here to enter text.	Position Code:	YSE0-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	10/02/2025
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$0 <input checked="" type="checkbox"/> Credit card to monthly cap of \$1000	Rem Code:	FG
		Rem Steps:	From: S21 To: S28
		Award	No Award - ACBC guidelines
About Catholic Mission (CM)	Catholic Mission is the Pope’s international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.		
Purpose of Role	<p>This position exists to support the development and implementation of Catholic Mission’s Youth and Schools Engagement Strategies across QLD, 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"> • Support school communities across QLD to actively participating in a variety of initiatives, including the renowned Socktober fundraising program, workshops, immersion experiences, and other faith formation activities. • Engage communities of youth, including students, and their wider networks, in the work of CM, through the promotion and delivery of Workshops, key events and fundraising initiatives. • 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. <p><u>About Socktober</u></p> <p>Socktober for Mission Month is a national campaign run by Catholic Mission during World Mission Month in October. Its primary purpose is to bring the global work of mission to students, making it real for them through the unifying ‘world game’ of soccer. By identifying the similarities, they share with children living in majority world countries, including a love of sport and games, Australian students are inspired to also identify the differences and help to bridge them by kicking goals and raising funds for projects supported by Catholic Mission.</p>		
Primary Duties & Key Performance Indicators (KPIs)			
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success		
1. Develop and outwork annual plans – Contribute to the development of an annual plan for schools and youth engagement across QLD.	<ul style="list-style-type: none"> • Plan and coordinate, as part of a national collaborative effort in schools’ engagement, Socktober events/activities and Workshops across key dioceses. • In collaboration with the NSEM, 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. 		

<p>2. Students and school community engagement – Work with students and their networks to successfully engage with the Socktober initiative around WMM in October.</p>	<ul style="list-style-type: none"> • 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. • Identify target schools that will support the highest levels of student engagement, in terms of registration and fundraising. • Ensure schools across 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. • Annual targets for active student and school participation in Socktober are achieved. • Coordinate recognition and re-engagement procedures for schools, including provision of certificates and updates on impact of support. • Contribute to post-event wrap-up tasks, including data reporting, program evaluation, and end of campaign report. • Identify participants for surveys and help coordinate other feedback mechanisms, such as the Socktober Teacher Experience Forum.
<p>3. Workshop Delivery – Connect with school communities to deliver key student-based workshops.</p>	<ul style="list-style-type: none"> • Organise and facilitate workshops for schools across QLD. • Achieve annual targets for school involvement in workshops. • Conduct yearly reviews of the workshops and explore opportunities to expand their reach within schools.
<p>4. Youth engagement – Connect with local youth networks like AYCS and AYCW to engage with young people around our Youth Engagement Strategy, particularly those who have participated in a CM Immersion.</p>	<ul style="list-style-type: none"> • Working with the <i>National Youth Engagement Officer</i>, seek out and maximise opportunities to connect CM's youth and schools' engagement programs with national and international youth networks and programs. • Attend relevant youth events and develop networks with youth leaders.
<p>5. Outwork CM's Schools Engagement Strategy – All six pillars of Schools Community Engagement are effectively promoted to every level of Catholic Education.</p>	<ul style="list-style-type: none"> • 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. • In collaboration with the Immersions team, support schools to explore CM Immersions opportunities and establish pathways to other forms of mission engagement and advocacy post-Immersion. • Engage students, schools and parish communities in our Mission Ambassadors Program for Students for World Mission Month in October. • In collaboration with our Formation team, promote student and staff formation (education) opportunities that help advance the CSO/CEO or school's strategic objectives in mission formation, identity and/or leadership.
<p>6. Compliance and Best Practice - Comply with all applicable policies, guidelines, and procedures, both internal and external.</p>	<ul style="list-style-type: none"> • All CM policies and code of conduct are always observed and adhered to. • The FIA Code Course is completed at induction, and updates are noted. • Industry best practice is observed and followed. • Breaches of policy or Code are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/or vulnerable people. • Safe work practices are observed in accordance with training and instruction given. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by Catholic Mission are engaged.

Challenges of the Position

- Tension between targeted, strategic growth of schools and Socktober programs to achieve fundraising goals and mission formation (education) objectives to deliver transformative experiences for students across Catholic schools.
- Resistance among some schools towards online fundraising. Highly developed negotiation and influencing skills are required to engage schools, students, and the wider community in our schools and Socktober programs.
- Supporting staff intrastate and nationally, where possible, to comprehend, embrace, and effectively outwork Catholic Mission’s strategies for youth and schools’ engagement.
- Working hours may sometimes be out of normal working hours and require time away from home. Team members accrue time in lieu in accordance with Catholic Mission’s workplace policies.
- All Catholic Mission’s schools’ programs, including Socktober, have a strong element of Catholic faith formation. 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.

Skills & Attributes

Knowledge

- Understanding of, and commitment to represent Catholic principles, values, and global mission.
- Familiarity with the Catholic Education Sector in Australia desirable.
- A tertiary qualification in a relevant discipline, e.g., Fundraising, Communications, Marketing, Education, Management, Theology, or International Development.
- Familiarity with online software, including Microsoft Office suite, Adobe Creative Cloud, and Dropbox.
- Familiarity with online peer-to-peer fundraising platforms, e.g., Funraisin, desirable.
- Knowledge of fundamental principles of fundraising and communications.

Experience

- Two years of experience in the charitable or education sectors, preferably in a role engaging stakeholders.
- Experience facilitating faith-based formation or education, e.g., youth group or classroom, desirable.
- Experience presenting in public settings, e.g., events, conferences, gatherings, desirable.
- Demonstrated experience managing and growing supporter, customer, or relevant relationships.
- Experience working within a religious context, ideally within the context of the Catholic Church, desirable.

Skills

- Outstanding written and verbal communication skills, including the ability to concisely articulate complex concepts to diverse audiences, both Catholic and secular.
- Ability to outwork a national strategy within a local context.
- Ability to influence others and sell an idea.
- Excellent project management skills across broad stakeholder groups.
- Vision for enhancing various aspects of a program to meet changing annual targets.
- A team player with highly developed collaborative skills.
- Ability to analyse and solve problems.
- Ability to work independently with sound time management and organisational skills.
- Digital skills, including in content management systems.
- Presentation, facilitation, and teaching skills. Comfortable presenting to groups of different sizes.

Other

- All applicants must be eligible to work within Australia.
- A National Criminal History Check is required for this position.
- Ability to obtain a Working with Children Check in relevant state/territory is required for this position.
- This position requires occasional interstate travel.
- This position requires a driver’s licence.
- 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.
- If FTE (full-time equivalent)=1.0, you will receive a Mobile Phone Allowance @ \$325.00pa.
- Capacity to work outside standard business hours.

Key Stakeholders/Relationships			
Internal	<ul style="list-style-type: none"> National Schools Engagement Manager Qld Province Director and Brisbane Team Youth & Schools Engagement Officers Schools Engagement Strategy Committee Qld Diocesan Directors Fundraising Team Mission Formation Team Digital & Communications Team 	External	<ul style="list-style-type: none"> Religious Education leaders and teachers School leadership and executives Student bodies Catholic Education Office executives and staff Catholic Church leaders, e.g., Bishops Parish Priests Business leaders in the community Parents Supporters Youth leaders and groups

PREPARED BY		REVIEWED BY	
Name	Angus Rowan	Name	Sharon Messina
Position Title	National School Engagement Manager	Position Title	HR Director
Date	17/02/2025	Date	17/02/2025
AUTHORISATION: 1 st Level		AUTHORISATION: 2 nd Level	
Name	Peter Gates	Name	Brian Lucas
Position Title	Deputy National Director	Position Title	National Director
Date	17/02/2025	Date	17/02/2025