

POSITION DESCRIPTION

POSITION TITLE:	Youth Ministry Coordinator
SECTION:	Catholic Identity and Indigenous Education Services
REPORTS TO:	Director
CLASSIFICATION:	Professional Officer Level 3
AWARD:	TCEO Enterprise Agreement 2019-2023
LOCATION:	Townsville Catholic Education Office

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 30 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

Townsville Catholic Education has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people and/or adults-at-risk. The organisation is fully committed to child safety and has a zero tolerance to abuse of children or adults-at-risk.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



ABOUT THE ROLE

The Youth Ministry Coordinator (YMC) works with the Director Catholic Identity and Indigenous Education Services, in partnership with the TCE Catholic Identity Team, Principals, Assistant Principals – Religious Education (APRE), and school-based Youth Ministry Workers (YMWs) to enhance a Catholic identity through a coordinated ministry that animates an enlivened Catholic faith and provides spiritual formation and leadership opportunities for youth in our system of schools.

The role is designed to centralise and provide support to APREs, Chaplains, school-based Youth Ministry Workers and relevant staff engaged in youth ministry through assisting with curating, developing and implementing effective youth ministry frameworks, projects, programs, retreats and events. A key aspect of this role is to connect with youth ministry stakeholders across Townsville Catholic Education schools, Townsville Diocesan commissions, groups and teams and Parishes in actively promoting and coordinating a youth ministry that brings young people to a deeper faith in Christ.

As a member of the System Leadership Group (SLG) of the Townsville Catholic Education Office (TCEO), the position is also responsible for promoting the youth ministry of the Church in the Diocese of Townsville. The Youth Ministry Coordinator will perform the duties outlined in this description, in a professional and respectful way.

KEY ACCOUNTABILITIES

- Provide advice and support to the Director – Catholic Identity and Indigenous Education Services on youth ministry and best practices as they pertain to youth and their involvement in the life of the Church
- Work collaboratively with TCE's Catholic Identity and Indigenous Education teams to develop a school-based Youth Ministry framework that supports the facilitation of programs and initiatives for students in Catholic schools in the Townsville Diocese
- Support APREs and their staff in drawing young people into participation in age appropriate youth ministry and faith initiatives to give them a sense of belonging and participation in the mission of the Church
- Provide appropriate and contemporary professional development to school staff on best practices as they pertain to youth and their involvement in the life of the Church
- Maintain current and relevant knowledge on best practice on fostering the total personal and spiritual growth of youth so they are drawn into responsible participation in the life and mission of the Catholic faith community
- Act as a conduit between TCE, Townsville Catholic Diocese, Parishes and other relevant bodies on matters pertaining to youth ministry particularly the participation of young people in the sacramental

life of the Church through the provision of ongoing opportunities to gather for dynamic and vibrant worship as young people of the Diocese

- Draw on current knowledge and collaboration with others who offer expertise in areas such as liturgy, faith development, vocations ministry, welcome and inclusion ministry, family ministry and pastoral planning to improve the development of youth ministry in the Townsville Diocese
- Strengthen connections with ACU La-Salle Academy and CSYMA to enhance initiatives and mission renewal in local parishes
- Disseminate information regarding Youth Ministry priorities, projects, initiatives, issues, resources and programs to personnel providing services to school communities

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Substantial and recent Catholic school teaching experience broadly within Year 7-12
- Strong commitment to the mission, teachings, and practices of the Catholic faith
- Proven ability to engage with young people
- Experience in curriculum development and innovation
- Experience in working in partnership in promoting faith development, service and justice programs
- Previous experience in developing and delivering programs and resources for young people
- Experience in collaborating with a broad range of people and in a team environment

Knowledge

- Active understanding of the mission and purpose of Catholic Education
- An understanding and appreciation of the current cultural contexts of young people and young Catholic culture
- Knowledge of contemporary practices in youth engagement, leadership development and formation
- A knowledge of and ability to use emerging and contemporary communication technologies to engage youth with the life of the Church
- An understanding of change management practices to support youth ministry developments in schools
- Knowledge of Diocesan policy and procedures

Skills

- Strong oral and written communication skills
- High level communication skills to ensure engagement of all stakeholders in youth ministry
- Advanced and appropriate skills in preparing and leading various youth ministry projects and events for schools
- Ability to mentor/provide guidance to school-based youth ministers to ensure a high level of interaction and involvement in youth ministry through activities and the parishes
- Ability to work cohesively within a service team model, in relation to all aspects of implementing and influencing the TCE school renewal and improvement processes as per TCE's Strategic Directions 2023 – 2027
- Ability to think strategically, conduct analysis of multi-sourced data and plan for effective change
- Well-developed interpersonal skills and an ability to collaborate with a broad range of people and in a team environment
- An ability to prepare and deliver appropriate professional development activities to adults
- Competence in a range of information technology applications

Mandatory Criteria/Professional Registration/Other

- A recognised degree in education and teaching
- Registration with the Queensland College of Teachers
- Baptised Catholic
- Ability to perform the physical requirements of the role in a safe manner
- Ability to travel within the Townsville Diocese
- Appropriate Tertiary qualifications
- Current Driver's Licence

Desirable Criteria

- Youth Ministry experience

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

Identity and Ethos

Strategic Organisational Leadership Success

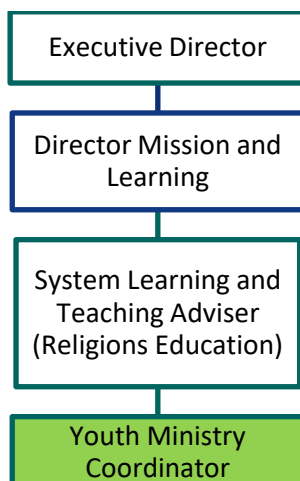
Catholic Identity	Education	Stewardship	Community
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Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Youth Ministry Coordinator is responsible to and reports to the Director Catholic Identity and Indigenous Education Services who in turn is responsible to the Executive Director.

The Youth Ministry Coordinator consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____

APPENDIX A

EXAMPLES OF ACTIVITIES UNDERTAKEN

The following is a list of activities in which the role holder may engage. This list is not inclusive of all activities that may be undertaken by the role holder in the carriage of the role.

Catholic Identity

- Collaborate with the Director Catholic Identity and the System Learning and Teaching Adviser - RE to develop a comprehensive Youth Ministry framework of programs and initiatives ready for implementation in schools
- Support APREs to develop youth ministry within the school and is articulated through the religious life of the school and the commitment to mission
- Support a consistent approach to spiritual formation opportunities as offered by TCEO

Education

- Proactively support school communities in the improvement of learning outcomes for students through motivation, consultation and delivery of youth ministry services.
- Visit schools and liaise with school leadership and School-based Youth Ministers to determine the youth ministry needs of school communities, and remain in regular contact to monitor including through reviews and evaluations and respond to these needs and identified strategic actions
- Advise and assist, when appropriate, with the employment of staff in the area of Youth Ministry
- Pursue knowledge of new developments and directions in Youth Ministry
- Provide support to School-based Youth Ministers
- Provide leadership in communicating and celebrating the achievements of Youth Ministry

Stewardship

- Effectively manage Youth Ministry projects in collaboration with the Diocesan, Parish and School-based Youth Ministers
- Support a culture of Reflection, Self-Review and Continuous Improvement across TCEO and its schools
- Utilise the TCEO Leadership Framework to encourage a network of professional learning among Youth Ministry personnel across schools in the diocese
- Monitor aspirational aspects of the budget.

Community

- Coordinate networking and Youth Minister cluster support for school-based personnel
- Work collaboratively as a member of the Catholic Identity and Indigenous Education Directorate
- Represent TCEO in internal or external forums as directed or requested
- Provide active management and coordination in developing and maintaining network relationships with relevant stakeholders

Future Focus

- Contribute to the identification of goals and priorities, strategic planning with regard to the successful implementation of Youth Ministry services throughout schools in the Townsville Diocese.
- Actively contribute to reviewing effective practices and current research into the provision of engaging youth ministry practices in schools
- Assist with organisation of, and liaison with, schools about the designated professional development days for schools
- Maintain familiarity with official church documents in the area of Youth Ministry.