



Position: Youth Ministry Team Leader

Reporting to: Pastoral Projects Leader

The Position: The Youth Ministry Team Leader is responsible for guiding and inspiring youth across the Diocese to actively engage in their faith. Under the guidance of the Diocesan Youth Director, the appointee leads the Youth Ministry Team in the creation, operationalisation and continual development of engaging and relevant programs that nurture spiritual growth and foster a sense of community among young people.

Key Relationships The Youth Ministry Team Leader will be strongly connected to the parish communities in promotion and leadership of youth ministry activities. This includes clergy, parish staff, parishioners, youth groups, schools and other parish leaders. The Team Leader will also meaningfully engage with the Director of Vocations, and the Diocese staff within the Chancery and Catholic Schools offices, to plan and execute a comprehensive program of youth initiatives.

Key Responsibilities

- Strategise, develop and implement diocesan-wide youth ministry programs that encourage faith formation and community building. Ensure all activities align with the mission of the diocese and uphold Catholic teachings.
- Collaborate with parishes, schools, and other ministries to support youth in their spiritual journey and personal development.
- Promote active participation of young people in diocesan liturgical and outreach programs. Provide pastoral care and guidance to youth, fostering a supportive and inclusive environment.
- Organise and manage key events such as youth retreats, pilgrimages, and social justice initiatives.
- Recruit, train and support youth leaders and volunteers, providing resources and training to enhance their effectiveness. Develop capabilities of leaders and volunteers to enhance the engagement and quality of youth programs.
- Monitor and assess the impact and effectiveness of youth programs and activities. Prepare regular reports and insights for the Bishop, Youth Advisory Council, Pastoral Projects Leader and Diocesan Youth Director, highlighting progress, challenges, and opportunities.
- Ensure safeguarding risks are actively managed, actions are documented and controls are regularly reviewed. Support Youth Ministry team members in completing training, understanding their responsibilities and best practice safeguarding principles within all aspects of their work with the church.
- Manage the resources allocated for youth ministry activities, ensuring financial resources are utilised effectively and responsibly. Seek and secure additional resources and funding through grants, donations, partnerships or other avenues.
- Active engagement in the Australian Catholic Youth Ministry Network and collaboration with other dioceses.

- Ensure familiarity with all legislation, policies, standards, Codes of Conduct and similar that are relevant to the role, and take reasonable steps to ensure staff, volunteers and other participants are trained in, and comply with, their obligations.
- Take active steps to understand and comply with your WHS responsibilities and ensure compliance and safe work practices of team members, volunteers, participants or similar. Role model positive behaviours at all times, including preparing risk assessments, hazard and incident reporting, workplace inductions and training.

Role requirements

- Availability to work full-time hours over a roster that will include a combination of standard business hours and evenings/weekends. Consult regularly with the Pastoral Projects Leader and Diocesan Youth Director to schedule work to maximise attendance at events.
- A current Drivers Licence, ability to travel regularly and a reliable vehicle to undertake work travel.
- Willingness to undergo background screening, including a National Criminal History Check. Currently hold, or obtain prior to commencement, a NSW Working with Children Check clearance.

Selection criteria

The essential requirements are:

- An understanding of Catholic theology and doctrine and ability to integrate faith into youth programs and activities.
- Excellent communication, collaboration, and interpersonal skills to engage youth, parents, and church leaders.
- Empathy, flexibility, and pastoral sensitivity to the needs of young people and the diversity of parishes in the diocese.

Ideally, candidates will also demonstrate:

- Strong leadership abilities, with experience in managing teams.
- Event planning and project management skills, with excellent attention to detail and ability to manage budgets.
- Proficiency in digital platforms and social media to engage and connect with youth, including video content, editing, an understanding of analytics and social media algorithm to drive engagement on various social media platforms.