

# Position Description

## Program Lead Student Formation



Melbourne Archdiocese  
Catholic Schools

## About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

## About the team and role

The Catholic Mission and Identity (CMI) Team's purpose is to enable the evangelising mission for all schools, aligning with the MACS Statement of Mission: forming lives of faith, hope and love in the light of Jesus Christ.

CMI facilitates rich, deep and varied learning experiences that empower the faith formation of principals and senior leaders, teachers, staff, students and families, and MACS Board and executive leaders in the MACS mission; enabling Christian discipleship in each Catholic school community; inspiring and developing faith leadership; and provides quality resourcing for excellence in Religious Education. CMI partners with other directorates to ensure that projects, policies and procedures are imbued with our Catholic mission. CMI is available for project collaboration, policy development, learning and outreach support in pastoral care and complex issues, communicating our faith confidently, and relationship building with partners in the broader Catholic environment.

CMI builds healthy working relationships with the Archdiocese to model *Working Together in Mission*, helping parish/school partnerships to flourish, and connects school-based needs in mission and identity with resources, advice and direction, and external partners in evangelisation and faith formation.

The Program Lead Student Formation is responsible for overseeing the management and delivery of ongoing formation pathways for MACS secondary students. This includes integrating local, systemic, national, and international events to ensure a cohesive and impactful approach to faith formation.

Position Title	Program Lead Student Formation
Reports To	Manager, Faith Formation
Directorate	Catholic Mission and Identity
Direct Reports	N/A



## Key Responsibilities

- Lead the development, implementation, and delivery of engaging, high-quality faith formation programs, projects, and resources for secondary students
- Collaborate with school leaders and external partners to design, implement, and evaluate formation programs and strategies that foster meaningful student engagement in faith formation
- Engage with families, staff, teachers, and parishes to develop sustainable, ongoing formation pathways
- Prepare and coordinate comprehensive action plans, timeframes, budgets and related administrative duties to ensure effective program delivery
- Prepare high-quality briefing papers, reports, and documentation to support decision-making, planning, and communication of faith formation initiatives
- Monitor the effectiveness of faith formation programs using feedback, data, and reflective practice to ensure continuous improvement and alignment with Catholic identity goals
- Perform other duties as assigned within your scope of practice/work

## Key Selection Criteria

- Practicing Catholic with a demonstrated commitment to the evangelising mission of the Catholic Church and of Catholic schools, with a genuine vision and enthusiasm for the MACS vision, Catholic education, and faith formation for students, teachers and staff
- Proven experience in developing, implementing, and delivering high-quality faith formation programs and resources within school or church contexts
- Strong experience in student formation or youth ministry, combined with demonstrated leadership skills and the ability to coordinate and deliver effective programs
- Excellent collaboration and communication skills, with the capacity to engage school leaders, teachers, staff, students and external partners to foster meaningful student formation
- Strong ability to communicate a sound understanding of Catholic theology and tradition, and the capacity to integrate these principles into formation strategies and programs
- Proven experience in accompanying students or young people in preparation for and participation in major Catholic events, such as the Australian Catholic Youth Festival and World Youth Day

Qualifications	Bachelor Degree in Theology, Religious Education, Youth Ministry or a related field
Professional membership or Accreditation	NA
Previous Experience/s	Extensive experience in designing and delivering of high-quality faith formation or youth ministry programs and resources to students.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> <li>1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> <li>a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.</li> <li>b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration.</li> </ol> </li> <li>2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS.</li> <li>3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.</li> </ol>

