
POSITION DESCRIPTION

Catholic Diocese of Sandhurst

POSITION TITLE:	Youth Ministry Worker
REMUNERATION SCALE:	Grade 2
REPORTS TO:	Business Manager
FULL TIME EQUIVALENT:	1 FTE
HOURS PER WEEK:	37.5
LOCATION:	Chancery Office
AUTHORISED BY:	Bishop of Sandhurst
DATE:	18 December 2013

Primary Objectives

To foster the personal and spiritual growth of each young person in the Catholic Diocese of Sandhurst, by drawing young people into responsible participation in the life, mission and work of the Catholic faith community and empowering young people to live as disciples of Jesus Christ in our world today.

Knowledge, Skills and Experience

- ◆ An understanding of and willingness to work within the Catholic ethos
- ◆ Previous experience in active youth ministry leadership, or in working with young people in schools.
- ◆ Ability to efficiently organise and manage own workload
- ◆ Sound communication skills and the ability to communicate effectively with people in a wide range of positions of responsibility.
- ◆ Well developed written and oral skills and confidence in speaking to groups of people.
- ◆ Competent with most forms of information technology (including website and social media).
- ◆ Capacity to network and build a team atmosphere
- ◆ A keen sense of marketing and promotion of events through all available media channels
- ◆ Creativity, initiative and capacity to persevere and complete initiatives

Reasoning

- ◆ Ability to work within and contribute to the Mission/Values of Catholic Diocese of Sandhurst.
- ◆ Ability to use his / her initiative, demonstrate reliability and thereby require minimal supervision and guidance, and to be prepared to travel for work purposes when required.
- ◆ A passion for young people with a positive vision for young people's role in the Church and society.

Major Accountabilities

1. Promote the values, principles and ideals of Jesus Christ and the Catholic Church to young people of the Catholic Diocese of Sandhurst
2. Implement the operational plan as developed by the Youth Ministry Reference Group (YMRG). Work with and report regularly to the YMRG.
3. Establish regular communication with youth and adult leaders across the Catholic Diocese of Sandhurst
4. Assist in the development of community among youth, families, church and society
5. Initiate, coordinate and evaluate events celebrating faith appropriate to the range of needs and ages of young people
6. Advocate for young people at local, regional and diocesan level
7. Assist in providing leadership training and a network of support structures for youth ministry leaders
8. Maintenance of website and related social media
9. Act as a good steward of the Catholic Diocese of Sandhurst's resources

Organisational Environment

The Youth Ministry Worker is accountable to the Business Manager for the development and promulgation of a youth ministry in the Diocese of Sandhurst through enabling and empowering young people at a grass roots level. The position is also guided by the operational plan developed by the Youth Ministry Reference Group.

Risk and Occupational Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with ACBC corporate occupational health and safety practices

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Key Communications

Internal:

- ◆ Bishop
- ◆ Business Manager
- ◆ Chaplain for Youth
- ◆ Stronger Chaplain
- ◆ YMRG
- ◆ Heads of Departments
- ◆ Chancery Administration

External:

- ◆ Reference groups and committees
- ◆ Clergy
- ◆ Catholic Education Office and Schools
- ◆ Parish staff
- ◆ Other youth agencies
- ◆ Suppliers
- ◆ Volunteers

Job Environment

This position involves the delivery of youth ministry in accordance with the direction and guidance of the Bishop. The position will also be guided by the Youth Ministry Reference Group and other committees which are deemed relevant in shaping the focus and direction of this role.

Challenges

1. Organising and coordinating youth events (i.e. rallies & retreats) whilst adhering to deadlines and strict financial measures.
2. Maintaining a connection with the youth through social media (and the like) and ensuring that they are kept engaged and informed of Catholic events which will promote spiritual growth.
3. Delivering on the key priorities identified in the Youth Ministry Operational Plan.
4. Ability to work independently for periods of time, to deadlines and communicate with various positions of leadership within the diocesan organisation.