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## POSITION DESCRIPTION

POSITION TITLE:	Youth Ministry Worker- Event Management and Communications
REMUNERATION SCALE:	Grade 2
REPORTS TO:	Senior Youth Ministry Worker and Sectional Leader
FULL TIME EQUIVALENT:	1 FTE (flexible)
HOURS PER WEEK:	37.5
LOCATION:	Chancery Office, Bendigo
AUTHORISED BY:	Coordinator of Pastoral Initiatives and Youth Ministry
DATE:	15 January 2020

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### 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 social media and developed website skills).
- ◆ Ability to network with a keen sense of marketing and promotion of events.
- ◆ Creativity, initiative and capacity to persevere and complete initiatives.
- ◆ Ability to organise and manage significant events.

### Reasoning

- ◆ A passion for young people with a positive vision for young people's role in the Church and society.



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- ◆ Ability to work within and contribute to the Mission/Values of Catholic Diocese of Sandhurst.
- ◆ Ability to use their initiative, demonstrate reliability and thereby require only some supervision and guidance, and to be prepared to travel for work purposes when required.

### **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. Maintain regular communication with youth and adult leaders across the Diocese through Social Media and personal contact.
3. Initiate, coordinate and evaluate events celebrating faith appropriate to the range of needs and ages of young people.
4. Advocate for young people at local, regional and diocesan level.
5. Assist in providing leadership training and a network of support structures for youth ministry leaders including training for Professional Standards (Child and Vulnerable Adult Safety).
6. Maintenance of social media, websites and other forms of communications.
7. Act as a good steward of the Diocesan resources.

### **Organisational Environment**

The Youth Ministry Worker is accountable to the Senior Youth Ministry Worker and Sectional Leader for the development and promotion of youth ministry in the Diocese of Sandhurst through enabling and empowering young people.

The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

### **Safety of Children and Vulnerable Adults**

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable persons.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.



## **Risk and Occupational Health and Safety**

- Observe safe work practices in accordance with training and instruction given and report any risk to the immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan 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
- ◆ Coordinator of Pastoral Initiatives and Youth Ministry
- ◆ Senior Youth Ministry Worker and Sectional Leader
- ◆ Business Manager

External:

- ◆ Clergy
- ◆ Catholic Education Sandhurst
- ◆ Parish staff
- ◆ Other youth agencies
- ◆ Service Suppliers
- ◆ Volunteers

## **Job Environment**

This position involves the delivery of youth ministry in accordance with the direction and guidance of the Senior Youth Ministry Worker and Sectional Leader, and the Coordinator for Pastoral Initiatives and Youth Ministry.

## **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. Working independently for periods of time, to meet deadlines and communicating with youth and youth ministry leadership.
4. Ensuring youth ministry events and personnel are compliant with all aspects of the National Catholic Professional Standards.



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### **Decision Making**

The Youth Ministry Worker will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Senior Youth Ministry Worker and Sectional Leader or to the Coordinator for Pastoral Initiatives and Youth Ministry as appropriate.

### **Position Impact**

The Youth Ministry Worker does not have responsibility for other employees or any budget allocation.

### **Criminal Screening and Working Rights**

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
  2. **Evidence of their Right to Work** in this location.
  3. A current **Working with Children Check** is required for this role as it does involve child related work).
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