



## POSITION DESCRIPTION

POSITION TITLE:	Youth Ministry Officer (2 Positions)
REMUNERATION SCALE:	(CDOS Level 2)
REPORTS TO:	Youth Ministry Team Leader
FULL TIME EQUIVALENT:	Full-Time or Part-Time Negotiable
HOURS PER WEEK:	37.5
LOCATION:	Bendigo
AUTHORISED BY:	Director, Mission and Pastoral Life
DATE:	April 2025

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### Primary Objectives

The Youth Ministry Officer is accountable to the Sandhurst Youth Ministry Team Leader to support the co-ordination and implementation of youth ministry events and initiatives across the Diocese of Sandhurst through the Sandhurst Youth Ministry Partnership.

As a function of the Office of Mission and Pastoral Life, Sandhurst Youth Ministry aims 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 empower young people to live as missionary disciples of Jesus Christ in our world today.

The role requires an understanding of and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst, together with the capacity to bring the vision of Sandhurst Youth Ministry to life through strategy, resourcing, formation and administration.

Sandhurst Youth Ministry brings a particular focus to the Strategic Mission and Pastoral Goals of the Diocese for young people between the ages of 16 – 35.

### 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, accompanying them on their journey of missionary discipleship.
2. Support the effective implementation of the Sandhurst Youth Ministry partnership as a member of the Youth Ministry Team
3. Maintain regular communication with youth and adult leaders across the Diocese through social media and personal contact, with respect to child safety and privacy.
4. Support the operations of the Sandhurst Youth Ministry Team to achieve the goals of Sandhurst Youth Ministry under the direction of the Sandhurst Youth Ministry Team Leader and in consultation with the Sandhurst Youth Ministry Reference group.
5. Contribute to the planning, co-ordination and implementation of Youth Ministry events and formational opportunities.
6. Under the direction of the Youth Ministry Team Leader, and in collaboration with the Communication Coordinator, maintain social media, websites, and other forms of communications.
7. Advocate for young people at local, regional, and diocesan level.



8. 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)
9. Act as a good steward of the Diocesan resources.

### **Organisational Environment**

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst and the missionary focus and aspiration of the Diocese including Formation for Mission, Youth and Communications as well as Finance, Archival, and Information Technology support services.

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.

The Youth Ministry Officer is accountable to the Youth Ministry Team Leader for the development and promotion of young people in the Diocese through the implementation of the Sandhurst Youth Ministry partnership.

### **Safety of Children, Young People and Adults at Risk**

- ◆ Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children, young people and adults at risk.
- ◆ 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, young people and adults at risk 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**

- ◆ Bishop
- ◆ Youth Ministry Team Leader
- ◆ Director, Mission and Pastoral Life



- ♦ Assistant Director, Mission and Pastoral Life
- ♦ Communications Coordinator
- ♦ Business Manager
- ♦ Chancery Administration and Support Services
- ♦ Office of Mission and Pastoral Life
- ♦ Sandhurst Mission and Pastoral Council
- ♦ Sandhurst Youth Ministry Reference Group
- ♦ Priests
- ♦ Catholic Education Sandhurst Office and schools
- ♦ Parish staff, Youth Ministers and Volunteers
- ♦ Other youth agencies
- ♦ Service Suppliers
- ♦ Volunteers

### **Accountability (independence and Influence)**

The Youth Ministry Officer will make decisions about the day-to-day work within established mandates, policies, and procedures. They will consult with the Youth Ministry Team Leader before making decisions about work that are outside established mandates, policies, and procedures. They will refer any decisions that fall outside of the competency of the position to the Youth Ministry Team Leader.

### **Job Environment**

This position involves the delivery of youth ministry in accordance with the direction and guidance of the Youth Ministry Team Leader, and the Assistant Director of Mission and Pastoral Life.

### **Reasoning**

- ♦ A passion for young people with a positive vision for young people's role in the Church and society
- ♦ 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 and occasional weekend work when required.

### **Challenges**

1. Maintaining connection with young people, schools, and parishes through social media (and the like) and ensuring that they are connected and informed of happenings which will promote personal and spiritual growth through the Catholic community.
2. Working independently for periods of time to meet deadlines
3. Ensuring youth ministry events and personnel are compliant with all aspects of the National Catholic Professional Standards
4. Finding creative ways to engage young people in conversations about faith and life.
5. Engage and support parishes and schools in developing a ministry with young people in accord with the Sandhurst Youth Ministry partnership.

### **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.
- ◆ Capacity to work collaboratively as part of a team and well-developed interpersonal skills to interact with other people both individually and in groups.
- ◆ Well-developed written and oral skills and confidence in speaking to groups of people.
- ◆ Competent with most forms of information and communication technology, especially social media
- ◆ Creativity, initiative, and capacity to persevere and complete initiatives.

#### **Desirable Attributes**

- ◆ A keen sense of marketing and promotion of youth ministry
- ◆ Ability to connect with Catholic Secondary Schools to organise and carry out outreach opportunities.
- ◆ Basic graphic design skills
- ◆ Ability to take an active role in supporting the management of events and projects.

#### **Decision Making**

The Youth Ministry Officer will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Youth Ministry Team Leader or to the Assistant Director, Mission and Pastoral Life as appropriate.

#### **Position Impact**

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

#### **Annual Review**

The position and incumbent will be subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

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

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.

#### **Drivers Licence**

A valid Victorian driver's license is essential.

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### POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

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