

Position Description

Catechesis and Engagement Lead

Reporting to:	Director, Formation & Programming
Department:	International Eucharistic Congress 2028
Location:	Polding Place, 75 Elizabeth St Sydney
Employment Status:	Full-Time to 27 October 2028
Modern Award Coverage and Classification:	Award-Free

The Position:	The Catechesis and Engagement Lead supports the development and delivery of the International Eucharistic Congress (Eucharist28) catechetical and formation program, helping dioceses, parishes, schools, chaplaincies, movements and other Catholic communities engage meaningfully with the journey to the International Eucharistic Congress 2028. Working under the direction of the Director, Formation & Programming, the role coordinates and curates catechetical resources and engagement initiatives that are theologically sound, pastorally responsive and accessible to diverse communities. It works closely with relevant Archdiocesan teams, including the Sydney Centre for Evangelisation, as well as diocesan and national Church stakeholders, to support a coherent and collaborative approach to formation and engagement.
Responsibilities:	The Catechesis and Engagement Lead is responsible for the following: Formation and Catechetical Resources • Coordinate the development and delivery of catechetical and formation initiatives in the lead-up to Eucharist28, incorporating prayer, catechesis, evangelisation and mission. Curate and coordinate resources for diverse audiences, including schools, chaplaincies, parishes, universities and lay movement, ensuring accessibility and pastoral relevance. • Work collaboratively with the Director, Formation & Programming and Sydney Centre for Evangelisation to ensure catechetical content is faithful to Church teaching and aligned with the Eucharist28 Foundation Text and catechetical goals of the Congress • Coordinate the translation and cultural adaptation of catechetical materials to support engagement across culturally and linguistically diverse communities.. • Manage the catechetical resource production schedule and associated budget, working with marketing and Communications on design, publication and distribution.

Stakeholder Engagement

- Build and maintain strong relationships with dioceses, parishes, schools, chaplaincies, ecclesial movements and other Catholic communities to support engagement with Eucharist28.
- Develop pathways for participation in catechetical and formation initiatives across the national journey to the Congress, working collaboratively with existing Archdiocesan and Church networks.
- Provide advice to the Director, Formation & Programming on emerging needs, opportunities and challenges within the Catholic catechetical and formation landscape.
- Coordinate working groups, consultations and stakeholder forums relating to catechetical engagement and formation.
- Support the meaningful inclusion and participation of culturally and linguistically diverse communities, including migrant, First Nations and Eastern Catholic communities.

Work with the Marketing and Digital Engagement team to promote catechetical resources, encourage participation, and monitor the reach and uptake of formation initiatives.

General

- Provide flexible support to the Director, Formation & Programming across strategic initiatives, stakeholder engagement and special projects as required.
- Travel as required to support diocesan, Catholic Education Offices, schools, parishes and other stakeholder meetings including interstate and regional travel as required.
- Other duties as required from time to time.

Inter-relationships: The Catechesis and Engagement Lead interacts with the following internal and external groups:

- Chief Executive Officer and Chief Operating Officer, Eucharist28
- Director, Formation & Programming
- Eucharist28 leadership, formation, programming, marketing and engagement teams
- Archdiocesan teams, including the Sydney Centre for Evangelisation including Parish Renewal and Communications
- Diocesan leaders and other Church stakeholders
- Catholic Education Offices and Catholic school systems across Australia
- Principals, religious education leaders and other school-based staff

- Diocesan and parish representatives involved in Eucharist28 engagement and formation initiatives
- Ecclesial movements, religious institutes, chaplaincies and apostolic organisations
- Eastern Catholic eparchies, First Nations communities and migrant community leaders
- Students, educators and school communities participating in Eucharist28 programs and activities
- Working groups, advisory bodies and project teams established to support catechetical engagement
- Other internal and external stakeholders as required to support the planning, preparation and delivery of Eucharist28

Qualifications and Experience:

The ideal Catechesis and Engagement Lead will have:

- Demonstrated experience within the Catholic Church, a Catholic agency or other relevant faith-based organisation.
- Sound grounding in Catholic catechesis and contemporary catechetical practice, with the ability to engage credibly with clergy, theologians, educators and formation leaders.
- Experience developing, curating or delivering resources for diverse audiences.
- Demonstrated experience building and maintaining effective relationships across diocesan, parish, education or other Church networks.
- Experience coordinating consultation, engagement and collaborative initiatives and projects involving multiple stakeholders.
- Strong understanding of the governance, structures, mission and operating environment of the Catholic Church in Australia.
- Experience implementing formation, mission, religious education or engagement initiatives.
- Relevant tertiary qualifications in Education, Theology, Religious Education, Leadership, or a related discipline.
- A current Working with Children Check

Attributes:

The Catechesis and Engagement Lead will demonstrate the following attributes:

- Strong relationship-building and interpersonal skills, with the ability to engage pastorally and credibly with diverse Church communities and stakeholders
- A collaborative approach, with the ability to bring people together around shared mission, goals and outcomes
- Sound judgement, discretion and professionalism when managing sensitive matters and high-trust relationships.

- Strong organisational skills, with the ability to manage multiple priorities and deliver outcomes in a dynamic environment, within agreed timeframes.
- Initiative and adaptability, with the capacity to respond positively to emerging needs and changing circumstances.
- Cultural and pastoral sensitivity, with a commitment to supporting the meaningful participation of diverse communities.
- A strong personal commitment to the mission, teachings and evangelising work of the Catholic Church and the spiritual significance of the Eucharist.

Performance
Management:

The performance of the Catechesis and Engagement Lead will be assessed on a regular basis having regard to:

- Quality and timely delivery of catechetical resources, formation initiatives and agreed project outcomes.
- Effectiveness in building and maintaining relationships with dioceses, parishes, schools and other Catholic communities nationally.
- Reach, uptake and engagement with Eucharist28 catechetical resources and formation initiatives.
- Quality of advice, reporting, and support provided to the Director, Formation & Programming.
- Effectiveness in facilitating collaboration, consultation and the meaningful participation of diverse stakeholders.

Demonstrated professionalism, pastoral sensitivity and commitment to the mission, values and evangelising purpose of the Catholic Church and Eucharist28

Review Mechanisms

- Probation review
- Annual performance review
- Quarterly reporting against agreed objectives and deliverables
- Regular project milestone reporting to the Director of Formation and Programming

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#).

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.