CATHOLIC ARCHDIOCESE OF SYDNEY

Position Description
Youth Officer, Sydney Catholic Youth

Reporting to:	Team Leader, Sydney Catholic Youth
Department:	Sydney Centre for Evangelisation
Location:	St Martha's, Leichhardt
Employment Status:	Full-Time
Modern Award Coverage and Classification:	Award-free

The Position:

The Youth Officer, Sydney catholic Youth (SCY), works in close collaboration with colleagues in the Sydney Centre for Evangelisation within the Archdiocese of Sydney (the Archdiocese). Sydney Catholic Youth implements the Archdiocese vision for youth and young adult evangelisation and formation. Shaping the on-going connection and flourishing of young people in the life of the Church and their identity in Jesus Christ.

Responsibilities:

The Youth Officer, Sydney Catholic Youth, is accountable for the following:

- Coordinating school, parish and archdiocesan youth ministry and faith formation programs and initiatives.
- Liaising with key personnel in other archdiocesan agencies in regard to youth ministry programs and initiatives.
- Planning and implementing youth and young adult events, projects, programs and resources in alignment with the archdiocesan vision and direction.
- Program and deliver formative workshops/seminars in schools, parishes, conferences, retreats and other events.
- Assist deaneries and parishes develop their capacity to plan and facilitate different youth ministry initiatives.
- Forming youth and young adults and identifying/forming/mentoring youth ministry leaders.
- Actively engage with social/digital media to connect young people with SCY and Archdiocesan initiatives.
- Be actively involved at SCY and other Archdiocesan events to draw young people towards a greater level of participation.
- Maintain and update youth ministry resources, data bases and compliance requirements.
- Keep accurate records of all correspondence and all other documents with regard to Youth Ministry and maintaining a database of contacts.
- Contribute to the successful planning, preparation and delivery of wider Archdiocesan events by working collaboratively and undertaking other

#885184v2

duties or projects, consistent with the level, skills and responsibilities of the role, as reasonably directed.

- Other duties as requested from time to time.

Inter-relationships: The Youth Officer, Sydney Catholic Youth, interacts with the following internal and external groups:

- The Archdiocese and inter-diocesan agencies
- Deaneries, parishes, groups, movements and schools
- Ethnic and tertiary chaplaincies
- Various committees

Qualifications and Experience: The ideal Youth Officer, Sydney Catholic Youth, will have:

- A deep understanding of their baptismal call to introduce Jesus Christ as Lord to all they encounter.
- Sound knowledge of the teachings of the Catholic Church and an ability to articulate this well to young people.
- Sound knowledge of the liturgical life of the Catholic Church.
- A personal commitment to the ethos of the Catholic Church.
- Demonstrated capacity for effective leadership in evangelisation of youth and young adults.
- Demonstrated capacity to present to youth and young adults in an engaging, professional and confident manner.
- An awareness of the issues facing youth and young adult ministry.
- Demonstrated capacity for relationship building, evangelisation, faith and spiritual formation as well as organisation and coordination of small and large scaled events.
- Sounds knowledge of technology and digital/social media platforms to enhance the reach and vision of SCY.
- Excellent knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Outlook and other digital platforms.
- A degree in Education and/or Theology and/or Liberal Arts with experience in teaching or other leadership roles in youth ministry and/or religious education is desirable.

Attributes: The Youth Officer, Sydney Catholic Youth, will demonstrate the following attributes:

- A strong Catholic faith and personal relationship with Jesus Christ
- An understanding of the current cultural contexts of young people and an ability to use digital and social media technologies to engage young people within the life of the Church and their identity in Christ

#885184v2

- Ability to build rapport with young people, clergy, key Archdiocesan agency personnel and the public.
- Demonstrated experience in and commitment to youth ministry.
- Demonstrated capacity to deal sensitively and effectively with difficult issues.
- Ability to operate with discretion and to maintain complete confidentiality.
- A professional manner, attention to detail and a well-ordered approach to work.
- A high level of initiative, discipline and trustworthiness across both team projects and self-guided work. Capacity to work independently to apply a team strategy to an area of responsibility.

Additional Requirements:

The Youth Officer, Sydney Catholic Youth will be required to:

- Undertake local, interstate and international travel from time to time as required.
- Hold a current driver's license.
- Hold a current NSW Working with Children Check clearance.
- Be prepared and available to work after hours on weekdays and/or weekends as required from time-to-time.

Performance Management:

The performance of the Youth Officer, Sydney Catholic Youth, will be assessed on a regular basis having regard to:

- Outcomes of the major accountabilities of the role.
- Achievement of the agreed objectives of annual work plans.

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.

#885184v2