



POSITION DESCRIPTION

POSITION TITLE:	Youth Ministry Team Leader
REMUNERATION SCALE:	(CDOS Level 5)
REPORTS TO:	Assistant Director of Mission and Pastoral Life
FULL TIME EQUIVALENT:	Full-Time (1 EFT)
HOURS PER WEEK:	37.5
LOCATION:	Bendigo
AUTHORISED BY:	Director of Mission and Pastoral Life
DATE:	November 2024

Primary Objectives

The Youth Ministry Team Leader is accountable to the Assistant Director of Mission and Pastoral Life for the implementation of plans to realise the Diocesan Strategic Mission and Pastoral Goals, through the Sandhurst Youth Ministry partnership and leadership of the Sandhurst Youth Ministry Team. The role requires an understanding of and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst together with the ability to provide guidance, encouragement, knowledge, clarity, training, capacity building, mentoring and advice.

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, assisting them to grow as people of faith in the Catholic community.
2. Collaborate effectively with other function areas of the Office of Mission and Pastoral Life in pursuit of the Sandhurst Strategic Missionary and Pastoral Goals.
3. Operationalise the Strategic Goals for Sandhurst Youth Ministry in consultation with the Youth Ministry Reference Group.
4. Lead the Sandhurst Youth Ministry Team and assume responsibility for the effective implementation of the Sandhurst Youth Ministry partnership.
5. Plan, implement and evaluate youth ministry projects, outreach and events.
6. Advocate for young people at local, regional, and diocesan level.
7. Source and provide leadership training and a network of support structures for local youth ministry leaders in parishes and schools.
8. Act as a good steward of the Catholic Diocese of Sandhurst's resources.
9. Ensure completion of the annual Performance Review and Development process for all direct report staff.
10. Ensure completion of all mandatory training requirements for direct report staff.
11. Exercise responsibility for compliance with childcare legislation and creation of a safe environment for young people, including maintenance of records of compliance with Professional Standards for those employed in Diocesan Youth Ministry and as needed for all volunteers in diocesan youth ministry events.



Organisational Environment

The Youth Ministry Team Leader is accountable to the Assistant Director of Mission and Pastoral Life for the implementation of plans to realise the Strategic Missionary and Pastoral Goals, through the Sandhurst Youth Ministry partnership.

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

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 Adult Faith Formation, Youth and Communications as well as Finance, Archival, and Information Technology support services.

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 your 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
- ◆ Director of Mission and Pastoral Life
- ◆ Assistant Director of Mission and Pastoral Life
- ◆ Sandhurst Youth Ministry Team
- ◆ Sandhurst Youth Ministry Reference Group
- ◆ Sandhurst Mission and Pastoral Council
- ◆ Parish Priests
- ◆ Council of Priests
- ◆ Catholic Education Sandhurst Ltd Office and Schools
- ◆ Parish Youth Ministers
- ◆ Parish administration officers, staff and volunteers
- ◆ Communications Coordinator
- ◆ Safeguarding Officer
- ◆ Disability Contact Coordinator
- ◆ Business Manager



- ◆ Human Resources Officer
- ◆ Chancery Administration, Finance and Support Services
- ◆ Caritas/Catholic Earthcare Australia Coordinator
- ◆ Other Diocesan ministries
- ◆ Other youth agencies
- ◆ University chaplains
- ◆ Service suppliers
- ◆ Volunteers

Accountability (Independence and Influence)

The Youth Ministry Team Leader is accountable for the strategic direction and all aspects of the operations of the Youth Ministry.

The position is accountable for all administrative and financial decisions relating to the Youth Ministry in the accordance with the normal operations of the Diocese within the approved delegation or entity rules, including:

- ◆ Staffing (including volunteers).
- ◆ Financial (Maintenance of accurate records of income and expenses and preparation of annual reporting).

Job Environment

This position involves the delivery of youth ministry in accordance with the direction and guidance of the Bishop and the Director of Mission and Pastoral Life including the setting of organisational objectives and strategies as they relate to the function.

Reasoning

- ◆ Ability to work within and contribute to the Mission/Values of Catholic Diocese of Sandhurst.
- ◆ Ability to use 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.
- ◆ Undertake detailed analysis of major challenges, development of new initiatives as well as the strategic evaluation of alternatives and decision-making relating to the direction of the Youth Ministry

Challenges

1. Coordination and collaboration with all function areas of the Office for Mission and Pastoral Life, including communications, formation and adult faith education.
2. Delivering on the key priorities identified in the Sandhurst Youth Ministry partnership.
3. Organising and coordinating projects and events whilst adhering to deadlines and strict financial measures.
4. Maintaining a connection with young people through social media (and the like) and ensuring that they are kept engaged and informed of Catholic events which will promote spiritual growth.
5. Ability to work independently for periods of time, adhere to deadlines and communicate with various positions of leadership within the diocesan organisation.
6. Provide leadership, direction, and motivation through operational oversight of the Youth Ministry Team.
7. Ensure this ministry is compliant with all government legislation relating to care of children and vulnerable adults.



8. Managing multiple stakeholder expectations to deliver a sound and viable youth ministry.
9. Working at both the strategic and operational level.

Knowledge, Skills and Experience

- ◆ An understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the mission and core values of the Catholic Diocese of Sandhurst
- ◆ Previous experience in active youth ministry leadership, or in working with young people in schools.
- ◆ Capacity to supervise other youth ministry workers in completion of tasks.
- ◆ Ability to motivate and lead other workers by clear setting of goals and clear processes.
- ◆ 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 create, sustain 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.
- ◆ Well-developed interpersonal skills to interact with other people both individually and in groups.
- ◆ An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace.

Position Impact

The Youth Ministry Team Leader is responsible for management of the Sandhurst Youth Ministry operational budget including assets and staffing.

Staffing

- ◆ Direct Reports (direct line responsibility) – Youth Ministry Officers (2 positions)
- ◆ Indirect Reports (oversight of function only) – Volunteer Workers enlisted to assist in preparation for and at Youth Ministry events.

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 licence is essential.



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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SELECTION CRITERIA

1. A comprehensive understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst.
 2. Demonstrated maturity of personal faith and proven experience in a youth ministry context within a Catholic environment.
 3. A demonstrated understanding of the missionary imperative of the Church and the importance of evangelisation and faith formation to this mission.
 4. In addition to other qualifications held, preference will be given to applicants who hold post-graduate qualifications in theology and/or ministry.
 5. Interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
 6. Proven capability to present to, influence and negotiate with individuals, community groups and meetings.
 7. Capacity to manage the day-to-day operations of a team.
 8. A demonstrated ability to undertake and achieve agreed objectives and key result expectations; and
 9. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check and Working with Children Check to the satisfaction of the Catholic Diocese of Sandhurst.
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