



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

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| Title | Youth Minister (non-teaching position) |
| Classification | Cat B ES2-1 (Part-Time negotiable) |
| Position of Leadership | N/A |
| Time Allowance | N/A |
| Length of Appointment | 1 year |
| Key Reports | Director of Catholic Identity and Mission |
| Award | Victorian Catholic Education Multi Enterprise Agreement 2018 |
| Membership | Catholic Identity and Mission Team |

Purpose of the Position

The Youth Minister is responsible to the Director of Catholic Identity and Mission for the duties outlined below in accordance with the College policies and procedures. The purpose of the role is to journey with students and provide opportunity to encounter the “kerygma” of the joy of the Gospel. The Youth Minister will foster the virtues of faith, hope and love and a sense of community life and service.

Portfolio Responsibilities

1. Create opportunities for the evangelization of students.
2. Assist in the planning and facilitating of Faith Formation and Retreat Days.
3. Promote and enhance student understanding of the College’s Catholic Identity and Mission.
4. Initiate and promote programs to engage students in youth ministry activities in the College, Parishes and Archdiocese of Melbourne.
5. Provide spiritual accompaniment if sought by students.
6. Develop ways to encourage students to participate in parish youth group and parish events.
7. Be a member of the Catholic Identity and Mission Team upon request and support the initiatives of other group members.
8. Promote and encourage participation in experiential faith formation events such as World Youth Day, Australian Catholic Youth Festival, Ignite etc.
9. Develop ways to promote a relationship between Youth Ministry and feeder Primary Schools.
10. Develop and promote opportunities for alumni faith ministry, including a means by which alumni can remain connected to Christ.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College’s Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. Experience and expertise in Catholic youth ministry in a variety of settings.
4. Understanding of youth ministry within the Australian Catholic context.
5. A good understanding of the Archdiocese of Melbourne and the local parish context.
6. Previous experience in developing and delivering faith based programs and resources for young people.
7. Demonstrated commitment to youth ministry/leadership formation.
8. A clear vision for the professional development of teachers and a commitment to ongoing professional development in the area of learning and teaching.
9. Competence in the use of ICT in an educational setting and a commitment to the use of ICT to enhance student learning.
10. Excellent leadership, organisational and administrative skills.
11. Highly developed interpersonal and communication skills.
12. An ability to work collaboratively and facilitate dynamic teamwork.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications close: Monday 21 August, 9:00 am