

## **POSITION DESCRIPTION**

### **Secretariat for Family, Youth and Life**

POSITION TITLE	: Resource Coordinator, Office for Youth
REMUNERATION SCALE	: Grade 4
REPORTS TO	: Director, Office for Youth
FULL TIME EQUIVALENT	: 0.4 (Maximum term)
HOURS PER WEEK	: Fifteen (15)
LOCATION	: Any location in Australia negotiable
AUTHORISED BY	: Bishop Delegate for Youth
DATE	: 20 January 2017

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#### **Primary Objectives**

The primary objective of this position is to collate and develop resources outlining programmes and activities for the Year of Youth and the ongoing support of local ministry with young people.

#### **Major Accountabilities**

Develop and implement a strategic approach for the collation, development and distribution of resources for ministry with young people in Australia.

Develop a diverse range of resources (including website content, online courses, printed materials) aimed at enhancing and celebrating the Australian Bishops' Year of Youth.

Network and liaise with key national bodies and events to collate, adapt and develop programs and guidelines to support local youth ministry.

Provide support to the Director in fulfilling the Mandate of the Office.

#### **Organisational Environment**

The Australian Catholic Bishops Conference has mandated the Bishops Commission for Family Youth and Life to address nationally issues related to the participation of all the faithful, with a focus on the areas of youth, family and marriage, and pro-life initiatives.

The Bishops Commission for Family Youth and Life established the Secretariat for Family Youth and Life to provide it and its councils with executive support, and to liaise with those councils of other commissions that have an advisory competency.

The Office for Youth has the responsibility of undertaking high level projects defined by the Bishops Commission for Family Youth and Life to promote the faith development and full participation of young people in the life of the Catholic Church in Australia through supporting the effective operation of youth ministry, networking youth ministry across the sectors of the Church and supporting the organisation of key national and local youth events.

The Resource Coordinator is responsible for working within the Mandate of the Office for Youth with a focus on the development of resources to support local engagement in the Year of Youth and ministry with young people.

### **Risk and Work 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.

Comply with ACBC corporate work 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**

The Director: providing regular reports and updates on the status of resource development and projects.

Australian Youth Ministry Networks: regularly liaise with a variety of youth ministry networks across Australia.

### **Accountability (Independence and Influence)**

The Resource Officer will make decisions about the day-to-day project work within established mandates, policies and procedures.

The Resource Officer will consult with the Director before making decisions about project work that are outside established mandates, policies and procedures.

The Resource Officer will refer to the Director decisions that fall outside of the competency of the position.

### **Job Environment**

This position involves the performance of non-repetitive tasks governed by established procedures, specific guidelines and standard instructions.

### **Reasoning**

The Resource Officer is required to apply existing procedures and guidelines to understand and discriminate between alternative courses of actions. Guidance from the Director, Office for Youth is available to make decisions.

## **Challenges**

Strategically planning and prioritising the development of resources

Managing limited time constraints of the role and the demand for youth ministry guidelines and resources

Ensuring resources are adequately researched, reviewed and approved

## **Knowledge, Skills and Experience**

An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace

Demonstrated experience of at least five (5) years in coordination and management of youth ministry, with resource writing and development experience

Tertiary qualifications in Social Sciences or a related discipline or equivalent experience

Demonstrated experience in working collaboratively with Catholic organisations in promoting the faith development of young people and their full participation in the life of the Church

Excellent written and oral communication, liaison, negotiation and organisation skills, including an ability to relate effectively to young people

An excellent knowledge in the use of personal computers, Microsoft Windows operating systems, Microsoft Office applications and in social media

## **Position Impact**

The role does not have responsibility for other employees or any budget allocation.

## **OFFICE FOR YOUTH**

### **Resource Coordinator**

#### **Appendix A – Duty Statement**

##### **Primary Objectives**

The primary objective of this position is to collate and develop, resources outlining programs and activities for the Year of Youth and the ongoing support of local ministry with young people under the supervision of the Director, Office for Youth.

##### **Duties**

- 1) Develop and implement a strategic approach for the collation, development and distribution of resources for ministry with young people in Australia.
  - a) Establishment of a schedule for the development and release of resources;
  - b) Review ACYC and Office for Youth pending resources and establish projects plans to see their completion (website resources, speaker recordings, ACYC standards for volunteers, etc);
  - c) Work with the Director to prioritise resource which support communities engage in the Year of Youth
- 2) Develop a diverse range of resources (including website content, online courses, printed materials) aimed at enhancing and celebrating the Australian Bishops Year of Youth.
  - a) Draw together resources to enhance the ACBC Office for Youth website;
  - b) Review online training programs from CCI, Professional Standards and Employment Relations pertinent to the suitability of working with young people;
  - c) Identify gaps in resource development and prioritise work to address these gaps.
- 3) Network and liaise with key national bodies and events to collate, adapt and develop programs and guidelines to support local youth ministry
  - a) Capture and promote speakers input and resources coming out of the ACYF 2017.
  - b) Liaise with youth ministry offices, organisation and ACBC agencies to identify and promote existing resources and support;
  - c) Highlight content that nurtures the faith formation of young people, either within a community or independently.
- 4) Provide support to the Director in fulfilling the Mandate of the Office
  - a) Regularly report to the Director.