



Saint Ignatius College Geelong

ROLE STATEMENT

College Youth Minister

Date: December 2019

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principals.

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the Characteristics of Jesuit Education • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students • The primary responsibility of the Youth Minister is to build a sense of community within the students of the college and provide an opportunity for both spiritual and social development, creating a welcoming, fun and enthusiastic environment to connect with one another and grow in faith. • This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos
The General responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to Deputy Principal (Staff, Identity and Operations) • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies • Undertake other duties as required by Principal
The specific duties of the role include	<ul style="list-style-type: none"> • A youth minister engages young people in the life and mission of the Catholic Church. A Youth Minister has three goals : <ol style="list-style-type: none"> 1. To foster the total personal and spiritual growth of each young person 2. To draw young people into responsible participation in the life and mission of the Catholic faith community 3. To empower young people to live as disciples of Jesus Christ in today's world. <p style="margin-top: 10px;">These goals are from Anointed and Sent, which is the Australian Catholic Bishops' vision for youth ministry. Anointed and Sent recognizes that a balanced and holistic youth ministry focuses on eight different areas:</p> <p>Prayer and Worship: Deepening young people's relationship with God through liturgy communal and personal prayer</p> <p>Evangelisation: Calling young people to a personal and life –changing encounter with Jesus Christ through the Church.</p>

<p>Other Tasks</p>	<p>Catechises: Informing the faith of young people more fully to develop a way of life that is consistent with their beliefs.</p> <p>Pastoral care: Compassionately accompanying young people, especially those hurting and in need and nurturing their growth toward wholeness</p> <p>Community life: Realising the good news of Jesus Christ as lived out in relationships with the wider faith community.</p> <p>Justice and service: Bearing witness to Christ by promoting the dignity of every human being, serving those in need, advocating for justice and pursuing peace.</p> <p>Leadership development: Calling forth the gifts of young people and empowering them in ministry to their peers and the wider community.</p> <p>Advocacy: Advocating for the place of young people in the Church, young people who are marginalized and providing opportunities for young people to be involved in advocacy themselves.</p> <ul style="list-style-type: none"> • A key goal will be to implement a sustainable Catholic Schools Youth Ministry Australia (CSYMA) program. • Communicate with staff members, parents and youth • Keep records of participation • Manage budgets for trips, camps and excursions • Present an annual report at the end of each year • Participate in training as required • Mentor teenagers as well as providing support to develop coordinate and encourage youth participation in ministries • Assisting in delivering and promoting faith development, service and justice program. • Assist students as they discover and make decisions about values, identity and future paths • Engage and encourage young people in different settings eg. joining in religion classes or spending time with students at lunchtime by facilitating a lunchtime group or sporting activity. • Help young people participate in their parish by organizing a youth choir or band to visit a parish for a youth mass in a parish. Assist in Sunday liturgy for youth masses as well as with parish primary schools. • Build community through fun activities, lead prayer and help young people grown in faith • All other duties as required by Principal.
<p>Qualifications and experiences</p>	<p>Key Skills - The following will be highly regarded:</p> <ul style="list-style-type: none"> • Experience in Catholic youth ministry (including as a participant) in a variety of settings, but especially in a parish-based context. • Understanding of youth ministry in the Australian Catholic context. This would involve a familiarity with Anointed and Sent, and the work of the Archdiocesan Office for youth in Melbourne. • Knowledge of the Catholic Church’s teachings and structures • Undergraduate qualifications (completed or in progress) in youth ministry, youth work, education, theology or equivalent. • Previous experience in developing and delivering programs and resources for young people. This may include experience working with young people in other settings such as sport or volunteering. • Demonstrated commitment to youth ministry and leadership formation. <p>Personal Competencies -The following competencies would be seen as essential:</p> <ul style="list-style-type: none"> • Commitment to child safety, as required by the Victorian Child Safe standards and the College’s Staff Code of Conduct. • Ability to engage with young people • Motivation to work in a Church environment with a strong commitment to Catholic values • Ability to work collaboratively with other ministries. <p>The following would be highly regarded</p> <ul style="list-style-type: none"> • Ability to develop holistic faith-based programs and utilize existing resources • Strong organizational skills • Strong verbal and written communication skills • Ability to manage financial resources • Self-motivated and able to manage own workload

Child Safety and Pastoral Care	<ul style="list-style-type: none"> • 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 • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Subscribe to Life Teen • Make contact with the Archdiocesan Office for Youth in Melbourne • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries
The role involves participation in the following Co-Curricular activities	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

This position will be Education Support Category "B" and remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2018. Level 1 depending on experience and pro rata if part time.

Usual Hours 8.30 to 4.45pm. (40 minute lunch break).

The successful applicant may also be required to attend out of hours activities such as camps, trips, weekend Masses. Time in Lieu will be available for these occasions.

Category "B" Non attendance during all non term weeks

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Level 2 First Aid
- Complete the College online training in Child Protection, Duty of Care and Mandatory Reporting