



INTERNAL EXPRESSION OF INTEREST

Youth Ministry Development Officer

**Catholic Schools Office
(Lismore, Coffs Harbour or Port Macquarie)**

Applications open to existing Diocesan staff only

Expressions of interest for the temporary position of *Youth Ministry Development Officer* are being invited from suitably qualified existing Diocesan staff.

The role of the Youth Ministry Development Officer is to work collaboratively with the Assistant Director to promote and service school evangelisation through Youth Ministry and will report to the School Evangelisation Consultant.

The position is expected to commence in January 2018 for a period of 2 years.

Key Responsibilities of this role are detailed in the attached position description.

Selection Criteria

1. Qualifications and experience relevant to the position including leadership responsibility in Youth Ministry and Discipleship
2. Experience in Music and Digital ministry
3. Recent and relevant professional learning experiences in School Evangelisation
4. An ability to work as part of a team
5. Organisational skills
6. Current driver's license
7. Demonstrated proactive adherence to the teachings of the Catholic Church and by conduct and lifestyle, ability to give witness to the Church's mission
8. Working knowledge of WH&S and equity in employment and a demonstrated capacity to apply related principles and policies.

Applications Close: 4:00 pm, Friday 22 September 2017

To express your interest forward a single page cover letter detailing your suitability for this role, including how you meet the selection criteria, to:

Recruitment Coordinator
Catholic Schools Office
Email: dio-recruitment@lism.catholic.edu.au



DIOCESE OF LISMORE

CATHOLIC SCHOOLS OFFICE

POSITION DESCRIPTION

General Description

Position Title: Youth Ministry Development Officer (YMDO)

Service Stream: School Evangelisation and Catechetical Services (SEACS)

Accountable to: Assistant Director (SEACS)

Accountable for: Nil

Overall Purpose of the Position

In common with all staff in Catholic schools, the YMDO is commissioned through baptism and delegated by apostolic authority, to evangelise and catechise with a spirit of adventure in Catholic education. The development officer is delegated work, in support of the CSO School Evangelisation Strand to build with vigour and strength of belief, the capacity of youth, music and digital ministries within learning communities immersed in the presence of Jesus Christ, and the mission of His Church.

The YMDO will work collaboratively with the Assistant Director to promote and service school evangelisation through Youth Ministry and will report to the School Evangelisation Consultant regarding weekly duties and activities.

Key Tasks and Responsibilities

- Coordinate, promote and support the development of a cluster based approach to Contemporary Catholic Music Ministry and Liturgy. This position will build capacity of a diocesan approach to further Music Ministry.
- Develop, promote and support the Diocese of Lismore Digital Ministry initiatives liaising with the CSO platform managers.
- Support the Youth Ministry Officer (YMO) program within clusters and the role of YMOs at major events.
- Assist the communication and networking between members of the YMO Network.
- Participate in suitable and approved professional development activities, retreats and formation.

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Conditions of Service

Employment Type:	Full-time
Hours of Work:	35 hours per week
Tenure:	Temporary (2 year contract)
Location:	Catholic Schools Office, Lismore (Coffs Harbour or Port Macquarie by negotiation)
Industrial Instrument:	Fair Work Act 2009
Remuneration:	Catholic Schools Officer, Professional Officers Salary Scale
Travel:	A car will be available for the successful applicant. The vehicle may be required for office use if the Educator is on extended leave (over 4 weeks).
Compensatory Leave:	Compensatory leave is available (maximum of 10 days per year) for employees required to travel and who are regularly away from home. This must be taken in the year that it falls due.