

## Position Description



<b>Title:</b>	<b>Part-Time Youth Worker</b>
<b>Reports to:</b>	Team Leader of Youth and Young Adult Ministry
<b>Member of:</b>	Pastoral Services Group
<b>Organisation:</b>	Catholic Diocese of Auckland

### Working Relationship with:

- Parishes – particularly paid and voluntary youth co-ordinators and leaders.
- Regional Youth Leaders.

### Position Purpose

Ensures Parishes/Regional Groups receive appropriate support through the provision of effective programmes to engage, equip and empower youth/young adults to become active and committed members of the Catholic Church.

### Key Accountabilities:

#### Mission, Vision and Values

- Integrate the Catholic Diocese of Auckland mission and values into work practices and relationships.
- Model behaviour in line with the Diocese Mission.

#### Expected Results

- Evidence of language, behaviour and attitudes towards internal and external customers being consistent with Catholic Diocese Auckland mission and values.
- Articulate and role model the values, ensuring staff are aware and practicing them as they are integral to their culture.
- Decision making process includes values.

### Health & Safety

As an employee, you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore, you are responsible for:

- Complying with CDA's health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace.
- Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA's work/environment.
- Reporting all injuries, incident and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.
- In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an "early and durable return to work".
- Support your managers as required to meet their requirements of the health and safety responsibilities and policies.

- At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.

Expected Results

- All health and safety policies, procedures, rules and guidelines are adhered to at all times and a positive health and safety culture is maintained.

**Vision and Goals of the Diocese**

Key tasks:

- To articulate and communicate the Vision and Goals of the Diocese.

Expected results:

- Vision and Goals are known and accepted.
- Strategic direction for ministry to young people is considered.

**Programme support and delivery**

Key tasks:

- To provide effective programmes to engage, equip and empower youth to become active and committed members of the Catholic Church.

Expected results:

- To assist with planning and delivery of programmes and events.
- Develop promotional material and disseminate in a timely manner to target audiences.
- Encourage participants of multi-session programmes to attend all sessions and commit fully to the programme.
- Encourage and support volunteers working on programmes.
- Assist with the collection of evaluation of programmes.
- Write and post content on the Diocesan website and ACYM Facebook, Instagram and Pinterest pages including timely photos/reports of programme sessions.
- Provide administrative and social media support for those encouraging vocations in our Diocese.

**Communication**

- To ensure effective communication occurs with Catholic youth and groups/organisations working with youth and young adults in the Diocese

Expected Results:

- Communication with parish, regional and other groups within the Diocese about the programmes being offered.
- There is effective communication with third parties to the programmes such as venue managers.
- Relate well with group leaders and programme participants during the delivery of programmes.

**Competencies/skills required for job:**

- A clean (full) drivers licence (if on restricted licence please indicate when you anticipate gaining full licence).
- Have previous experience delivering Catholic faith-based ministry.
- Have experience of working with young people aged 13-17 and/or 18-35.

- Have the ability to work effectively with people of differing cultural backgrounds, gender and abilities.
- Have good organisational skills (including self-management and time management skills).
- Stay positive when under pressure .
- Have a good working knowledge of computer software including Microsoft Office.
- Experience with one or more of the following areas would be an advantage (please indicate this in your application):
  - graphic design using Photoshop
  - video creation from story board to finished product
  - social media (predominantly Facebook and Instagram)
  - ability to play musical instruments or band experience.
  - audio-visual setup skills for events/Masses
  - cooking, baking or food preparation

### **Personal attributes**

- Be a responsible participant in the life mission and work of a Catholic faith community.
- Be committed to the Catholic community's beliefs, ethics, values and standards.
- Have a passion to minister to and with leaders and youth and young adults in the Auckland Diocese.

### **Hours of Work**

This role suits an applicant who is looking for a contract part-time role from March to October 2019. The successful candidate will have some flexibility of hours as some evening work may be required. The role requires some fixed hours in the office each week (approximately 3 hours) and other flexible hours including evening and weekend work. The actual hours in the office will be agreed between the successful applicant and the Team Leader of Youth and Young Adult Ministry. Please note: the successful applicant must be available:

- most Sundays from 10.30am to either 7pm or 9pm (actual hours change from one Sunday to another depending on what is taking place that weekend);
- for the Diocesan Youth Mass (usually on the last Sunday of each month from 5.30pm to 9.00pm)
- one Saturday evening per month;
- for an occasional weekend retreat, conference or similar (Friday evening, Saturday and Sunday);
- for a team meeting from 5.30pm to 9.30pm one Monday evening per month (usually the third or fourth Monday of the month).

There is the possibility for weekday hours to change from one semester to another in the event that the successful candidate is a tertiary student.