

## Position Description



<b>Title:</b>	<b>Mission Co-Ordinator</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:

- Youth Advisory Council Catholic Diocese of Auckland
- Parishes – particularly paid and voluntary youth co-ordinators and leaders
- Regional Youth Councils/Core Groups or Deaneries

### Position Purpose

Establish effective relationships with youth leaders in parishes/regions and other groups in order to provide support through the provision of effective programmes to engage, equip and empower youth and young adults to become active and committed members of the Catholic faith community.

### 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.

### **Provide mission support to parishes and other groups**

#### Key tasks:

- To provide effective mission support to leadership teams of a number of groups who wish to implement specific programmes such as Life Teen.
- To be 'up front' at ministry sessions, in a teaching capacity when required.
- To plan, manage and deliver new initiatives that result from the findings of the Auckland Diocesan Youth Synod.

#### Expected results:

- The Vision and Goals of Youth and Young Adult Ministry are articulated and communicated clearly.
- Young people and leaders are engaged at parish, regional and Diocesan level.
- New initiatives in response to the outcomes identified from the Auckland Diocesan Youth Synod are planned and implemented effectively. In the 2019 year we anticipate this will include implementation of Life Teen in up to six parishes and contribution to preparation and delivery of an Auckland Youth Festival.
- Strategic direction and priorities for ministry with young people is understood, agreed and articulated.

### **Communication**

Key task: To ensure effective communication occurs with Catholic leaders of Catholic youth and young adult ministry groups.

#### Expected Results

- There is effective two-way communication with leaders and other key contacts of parish, regional and other groups.
- There is effective communication with third parties such as venue providers and staff of other organisations providing services to our Diocese.
- Relates well with group leaders and programme participants during the planning and delivery of programmes, liturgies and gatherings.

### **Competencies/skills required for job:**

- A clean (full) drivers licence (applicants without this are unlikely to be considered for the role).
- Tertiary qualification in religious education, theology, pastoral ministry or social work.
- Knowledge and experience of adolescent development.
- Experience of working with people of different cultures.
- Minimum of five years' experience ministering to and with leaders of youth and/or young adult ministry (or equivalent experience).
- 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):

- Mentoring or counselling of young people or adults
- Photoshop software and/or other design experience
- Sound and audio visual equipment
- Video creation from story board through to finished product
- Ability to play musical instruments or band experience.

### **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 proven track record of planning, developing and delivering Catholic faith-based programmes.
- Have good organisational skills (including self-management and time-management skills).
- Have the energy and drive to achieve agreed objectives.
- Have the ability to communicate with a variety of audiences in a number of different formats.

Hours:

40 hours per week

This role suits an applicant who is looking for a permanent full-time role who has flexibility of hours. The role requires some fixed hours in the office each week (approximately 4 days) 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).