



**POSITION DESCRIPTION – MISSION AND OUTREACH SUPPORT OFFICER**

<b>REPORTS TO – Manager Mission and Outreach/Director Pastoral Ministries</b>	Grade 3
<p><b>ORGANISATIONAL SUMMARY</b></p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.</p>	
<p><b>VISION</b></p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p><b>MISSION</b></p> <p>In 1992-93, the diocesan community resolved to embrace and promote Vatican II's understanding of the Church's mission contained in the following:</p> <p><i>The Church, because it is the People of God and the Body of Christ enlivened by his Spirit, is called to be a sign and instrument of communion with God and of unity among all people (LG1). The Church exists to promote the Kingdom of God on earth (LG5). This it does by proclaiming Christ – the Good News of God's love for all people – and by working in the world for justice, peace and reconciliation. We are called to live out the commandment of Jesus: 'Love one another as I have loved you' (Jn 15:12).</i></p>	
<p><b>PRIMARY PURPOSE</b></p> <p>The purpose of this position is to support the work of Pastoral Ministries through the Mission and Outreach stream, by working specifically with youth and young people to develop a sense of connection to the mission imperative of our diocese - being a missionary disciple.</p> <p>This position plays an important role in promoting the mission and core values of the Catholic Church and its agencies, through engaging with young people within our Catholic Community.</p> <p>The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	



KEY ACCOUNTABILITIES	
<p><b>KEY PERFORMANCE AREA</b></p> <p><b>Diocesan Council for Ministry with Young People (DCMYP)</b></p>	<p><b>KEY TASKS</b></p> <ul style="list-style-type: none"> <li>• Drive the promotion of the Catholic values and mission through the development of the work and initiatives of the DCMYP, including:               <ul style="list-style-type: none"> <li>○ DCMYP Leadership Meetings</li> <li>○ Diocesan Thread Days</li> <li>○ Pints with a Purpose</li> <li>○ Sacred at Seven</li> <li>○ Young Christian Students</li> <li>○ World Youth Day</li> <li>○ Australian Catholic Youth Festival</li> </ul> </li> <li>• Recommend to parishes models of ministering to youth and young people and assist in their implementation</li> </ul>
<p><b>Pastoral Care and Outreach</b></p>	<ul style="list-style-type: none"> <li>• Work with the Catholic University Chaplain as part of the University Chaplaincy Team to:               <ul style="list-style-type: none"> <li>○ Establish programs to engage with students at the University to assist in their Catholic faith development</li> <li>○ Develop and implement a student mission worker program</li> </ul> </li> <li>• Take referrals from the Family Ministry Coordinators to communicate and promote youth ministry activities</li> <li>• Partner with the Religious Education and Spirituality Team from the Catholic Schools Office to facilitate and promote school retreat and reflection day programs</li> <li>• Seek out opportunities for evangelisation and catechesis of young people in conjunction with the Formation and Education team</li> </ul>
<p><b>Pastoral Placement Program (PPP)</b></p>	<ul style="list-style-type: none"> <li>• Mentor and meet regularly with the participants</li> <li>• Seek out opportunities for participants to experience the 'broad Catholic church'</li> <li>• Provide spiritual formation opportunities to participants</li> </ul>
<p><b>Mission and Outreach Foundation</b></p>	<ul style="list-style-type: none"> <li>• Seek out opportunities to actively engage with young people to drive the mission of the diocese</li> <li>• Invite young people to participate in the mission and outreach opportunities provided by the diocese</li> <li>• Develop and implement, with the support of the communications team, connections with young people in the Catholic community (e.g. social media)</li> </ul>

## QUALIFICATIONS

### Essential

- Qualifications in Teaching, Social Welfare, Theology, Youth Ministry or other relevant disciplines or equivalent experience.
- Current Class C Driver's Licence
- Successful applicants must provide successful clearances in regard to Working with Children and Criminal background checks

### Desirable

- Current Senior First Aid Certificate
- Certificate IV in Workplace Training and Assessment

## SKILLS AND EXPERIENCE

- Person of faith with a commitment to the Catholic Church and its teachings
- Demonstrated alignment with the Mission, Pastoral Plan and organisational culture within the diocese
- Previous experience in working with young people and an ability to work within the mission of the diocese
- A creative, resilient, flexible, well organised risk taker who enjoys exploring new possibilities
- Demonstrated knowledge of the principles of theology as they apply to the diocese and its agencies
- Exposure to mission promotion, education, community engagement and spiritual direction
- Ability to put together various communication tools, including reports, articles, training courses, presentations, coupled with superior communication skills
- Strong experience with the Microsoft Office suite products

## KEY RELATIONSHIPS (EXAMPLES)

INTERNAL	EXTERNAL
Manager of Mission and Outreach	University of Newcastle
Manager of Worship and Prayer	Organisers of ACYF
Manager of Formation and Education	Organisers of WYD
Religious Education and Spirituality Department of the Catholic Schools Office	Youth and Young People Organisations
Parish Leadership	Caritas
Diocesan Council for Ministry with Young People	Catholic Mission
Communications Team	

**LEGISLATIVE AND RISK REQUIREMENTS**

**Occupants must:**

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

**EXPECTED EMPLOYEE BEHAVIOUR**

**Employees must:**

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Supervisor:

**Position Description Last Reviewed**

**Next Review is due on**