

Regional Ministry Assistant

PORTFOLIO:	Mission Services
TEAM:	School Evangelisation, Mission Services
REPORTS TO:	Lead School Evangelisation
LOCATION:	Hastings, Tweed, Clarence or Richmond

Catholic Education in the Diocese of Lismore

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience 'fullness of life' (John 10:10) in learning and living well.

The Diocese of Lismore stretches along the coastal strip of New South Wales from Tweed Heads in the north to Laurieton in the south and west to Dorrigo on the Great Dividing Range. Catholic schools in the Diocese of Lismore are governed by the Diocese of Lismore Catholic Schools Limited (DLCSL).

The Catholic Schools Office

The Catholic Schools Office (CSO) provides a range of services to support approximately 2,500 staff in 45 vibrant and dynamic Catholic school communities that serve more than 18,000 students. The CSO assists schools to build teaching and leadership capabilities in communities of professional educators who share responsibility for school improvement and for achieving the best outcomes for our students.

Mission Services

The purpose of Mission Services is to promote the Catholic identity and mission of parish schools. This is achieved through the work of four key areas within the Mission Services Portfolio:

- Family Partnerships
- School Evangelisation
- Religious Education and Catechesis
- Pastoral Care

Position Purpose

In common with all staff in Catholic schools, the Regional Ministry Assistant (RMA) is commissioned through baptism and delegated by apostolic authority to evangelise and catechise with a spirit of adventure in Catholic education. The role works with the CSO Mission Services team 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 RMA plays a key role in supporting Primary Schools to implement the CSYMA Junior Program. The RMA will also complement the work of the College Youth Minister (CYM) where employed across secondary colleges in the Diocese.

This role supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

Organisational Relationships

Reporting lines:

- The Regional Ministry Assistant reports to and takes direction from the Lead, School Evangelisation through the Youth Ministry Development Officer (YMDO) in each region.

Interactions:

- Internally, the RMA works closely with colleagues in School Evangelisation Mission Services.
- The RMA liaises extensively with primary and secondary school AP Mission and Leaders of School Evangelisation within the region to support student discipleship and youth ministry.
- The RMA will liaise with College Youth Ministers employed in secondary colleges.
- The RMA will liaise with clergy and parish leaders.

Key Responsibilities

In completing the duties of the role, all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child-safe culture.

The major responsibilities of this position include, but are not limited to:

- Drawing young people into responsible participation in the life, mission and work of the Catholic faith community.
- Empowering young people to live as disciples of Jesus Christ in our world today by supporting the development and growth of Youth Ministry in primary and secondary schools and linking young people with the parish community.
- Promote and support the Diocese of Lismore Media, Digital and Music Ministry initiatives.
- Provide regular progress reports and updates to the Lead, School Evangelisation through the YMDO on activities and initiatives.
- Participate in suitable and approved professional development activities, retreats and formation.

Selection Criteria

Work Requirements

- Current National Criminal History Record Check Certificate.
- Working With Children Check Clearance.
- Understanding and adherence to protocols and policies established by the Australian Catholic National Committee for Professional Standards.
- Current Driver's License.
- Be medically fit to carry out prescribed duties.
- Travel between locations across the Lismore Diocese.

Qualifications

- Higher School Certificate.
- Training will be provided through the Certificate IV Leadership and Management course at John Henry Institute. Enrolment and active engagement in this course is a condition of appointment. Time will be allocated for the completion of course work during work hours.

Experience

- Experience working with students in primary and secondary schools through Senior Ministry Teams and school based youth ministry.
- Parish-based youth ministry, music and/or digital ministry.
- Personal discipleship formation.

Key Capabilities

- Ability to understand, communicate and connect with students.
- Understanding of current youth issues.
- Ability to communicate and promote the Catholic faith.
- Basic knowledge of community youth networks.
- Ability to work within a team and independently.
- Interpersonal skills, i.e. active listening, clear communication, sensitivity to difficult situations, responding with compassion and truth, acting with integrity.
- Communication skills, i.e. reading and learning, responding with professionalism in writing, condensing information, public speaking,, talking to individuals and groups.
- Leadership skills, i.e. analysing situations, challenging viewpoints with the gospel message, giving direction, team building, personal time management, inspiring and developing the potential of youth.
- Administrative skills i.e. maintaining organisational systems, policies and procedures, managing computer based information and reports.
- Practicing Catholic who witnesses to Catholic beliefs and practices.
- Respect for the teachings of the Catholic Church and by conduct and lifestyle, ability to give witness to the Church's mission.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned in line with the changing needs of the CSO.