

St John's Regional College is a Catholic Co-Educational College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St John's Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

All people who carry out work in any capacity for MACS is required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

KEY RESPONSIBILITY AREAS AND DUTIES

POSITION OBJECTIVES

While there is a distinct Lasallian component to the Youth Minister's role, it is important to note that the Charism of the Presentation Sisters is also an integral part of the formation and development of young people at St John's Regional College. To that end, the Youth Minister ought to be cognisant of the dual Charism of the College and, whenever possible, present both the Lasallian and Presentation Charisms to the execution of duties.

Our College is a proud Lasallian and Presentation community inspired in our Catholic mission by the lives of Jesus, Ven Nano Nagle and St John Baptist de La Salle as our Founders.

We live as a learning and faith Community according to the values we find in the lives of these founders and that of Jesus Christ and His Gospel.

The Youth Minister's role within the College is to work collaboratively with the Mission Team to provide opportunities for students and staff to continually build their relationship with Christ.

KEY RESPONSIBILITIES

Responsible to:

The Youth Minister role is an Education Support Employee appointment responsible to the Director of Faith and Mission.

Collaborates with:

The Youth Minister is guided by the Director of Faith and Mission for day to day operations and the Business Manager for all other matters. This role also involves collaboration with the Mission Team, Catholic Identity Group, Religious Education Learning Area Leader, Social Justice Leader, Years 7 – 9 and Years 10 – 12 Student Engagement Leaders.

General Duties:

- Manage and organise the Lasallian Youth Leaders program.
- Work closely with the Social Justice Leader especially in the Outreach Programs initiated by the Mission Team
- Facilitate training day for student leaders and continue formation throughout the year to empower them to undertake various school activities.
- Liaise with the SRC as required.

- Facilitate/co-facilitate junior and senior retreats and reflection days.
- Interact with students to provide a positive role model through, Classroom visits (especially in regard to the R.E. Classes), Prayer, Liturgy, Social Justice Program and other duties as directed or negotiated by/with the Director of Faith and Mission.
- Develop new and adapt existing programs for students to practice living the Lasallian values of Faith, Service, Community to enliven their Catholic identity.
- Accompany newly appointed staff and newly graduated staff in their Lasallian formation.
- Promote and organise for students to attend Lasallian youth ministry events including Young Lasallian Evenings and Lasallian Youth Gatherings.
- Promote post school Lasallian volunteering.
- Coordinate attendance Camp La Salle, Melbourne.
- Maintain a log book of hours worked and brief description of activities undertaken.
- Maintain, edit, update the Youth Minister "handover" document.
- Other duties as identified by the Mission Team, Social Justice Leader and/or Director of Faith and Mission

QUALIFICATIONS, SKILLS AND EXPERIENCE

ESSENTIAL

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Ability to work as part of a team.
- Good oral and written communication skills.
- Highly effective time management skills.
- Motivated self-starter and demonstrates initiative.

Working with others

- Recognize and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making

CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

Classification	Education Support, Category B
Employment Status	12 Month Fixed Term
Time Fraction	Part Time – 0.6 FTE
Hours of Work	8:00 AM to 4:06 PM 3 days per week
Leave	All school holidays
Other Requirements	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.