COORDINATOR
CATHOLIC OFFICE FOR YOUTH AND YOUNG ADULTS (COYYA)

POSITION INFORMATION DOCUMENT
October 2015

<table>
<thead>
<tr>
<th>Section</th>
<th>Religious Identity and Leading Learning (RILL)</th>
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<tr>
<td>Team</td>
<td>Religious Education (RE)</td>
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<tr>
<td>Responsible to</td>
<td>Religious Education Team Leader through the Coordinator Religious Education</td>
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<tr>
<td>Classification</td>
<td>Level E Position 7 Year 1</td>
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<tr>
<td>Tenure</td>
<td>Fixed Term - 4 years (1 Feb 2016 to 31 January 2020)</td>
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<tr>
<td>Fractional time</td>
<td>Full-time</td>
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<td>Location</td>
<td>Catholic Education Office, Thebarton</td>
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“Our mission is to provide excellent professional services for Catholic school communities in South Australia”

(CEO Mission Statement)

Broad Purpose
The position of Coordinator is a senior appointment within the Religious Identity and Learning Section of the Catholic Education Office. The Coordinator will lead the Catholic Office for Youth and Young Adults (COYYA) and develop vision and strategies in partnership with diocesan authorities to ensure that its services are characterised by excellence and responsive to the needs of young people in the Archdiocese.

The Coordinator works under broad direction and exercising significant levels of independent judgement to:

- identify and promote effective pastoral strategies for engaging young people with the life of the Church
- build youth ministry capabilities within the Archdiocese of Adelaide, including the youth ministry that is exercised within the context of Catholic secondary schools
- coordinate youth ministry programs and events.
Key Working Relationships

- Assistant Director RILL
- Coordinator Religious Education
- Members of the Catholic Office for Youth and Young Adults
- Members of the Religious Education Team
- Council for Ministry for Young People
- Leaders of ministries to youth and young adults

Key responsibilities

The Coordinator COYYA will be responsible for:

- leading and managing staff and the functions the Catholic Office for Youth and Young Adults
- determining program objectives for the Office of Youth and Young Adults that reflect diocesan strategic directions and priorities and be responsible for significant program development and implementation to achieve objectives within schools and across the Archdiocese
- being the executive officer for the Council for Ministry for Young People
- liaising with and supporting those who lead ministries to youth and young adults
- coordinating diocesan programs and events for youth and young adults including but not limited to World Youth Day pilgrimages, youth consultations, and leadership formation programs.
- liaising and working collaboratively with diocesan and Church agencies in relation to youth ministry
- providing advice regarding policy development to the Coordinator Religious Education, the Assistant Director Religious Identity and Learning, and the Council for Ministry for Young People
- identifying emerging trends in youth ministry and reflecting theologically on their merits in the light of the challenges and opportunities associated with involving young people in the life of the Church
- developing contemporary communication strategies which connect young people with the life of the Church
- coordinating and developing strategies and programs for the formation of youth leaders within the Archdiocese
- other duties and required by the Director.

Person Specification

The Coordinator COYYA will:

- be an active member of a Catholic Eucharistic community
- be able to demonstrate exemplary commitment to the Catholic Church and its teaching
- understand and appreciate the current cultural contexts of young people and be able to use emerging online technologies to engage young people with the life of the Church
- have advanced skills of networking with those who minister to youth and young adults within a diocesan context, including within the context of the Catholic secondary school
• be a skilled communicator with high order written and verbal communication skills
• be able to work collaboratively and maintain healthy professional relationships with colleagues
• an ability to reflect theologically on cultural challenges and opportunities for engaging young people in the life of the Church
• be strongly diocesan, parish and school-focused in supporting the development of the youth ministry in the Archdiocese of Adelaide
• be committed to working in a partnership model with leaders in youth ministry in the Archdiocese.

■ Qualifications and experience

The Coordinator COYYA will:

• possess relevant graduate and/or progress towards post-graduate qualifications (including theology) appropriate to this position of leadership in the Archdiocese
• significant experience in Catholic youth ministry with demonstrated successful leadership
• have extensive management and leadership expertise to successfully lead, coordinate and supervise the COYYA Team.

■ Other Conditions.

All CEO staff are required to:

• support the CEO Virtues and Values of -
  Faith, Hope and Love | Respect for the dignity of each person | Inclusivity | Sustainability | Justice and Compassion | Trust;
• participate in good character screening processes and hold a current acceptable Police clearance;
• act at all times in accordance with the CESA Code of Conduct;
• comply with the Work Health & Safety management system and, as a worker, while at work:
  o take reasonable care for their own health and safety
  o take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
  o comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
  o co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
    (Ref: Division 4, Section 27 & 28 – SA Work Health and Safety (WHS) Act 2012)
• hold current certification in Responding to Abuse and Neglect in Education and Care Settings;
- participate in regular professional review processes.

Additional requirements for this role include:

- regular interstate travel
- a current driver’s licence
- occasional after hours work on weekends and/or evenings
- being contactable by CEO leadership after hours when necessary.