

Position Information Document

Youth Minister

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat*, 2023, [112]).

Providing opportunities for faith formation and liturgical engagement to young people through their senior secondary years is central to the life of a Catholic School. The Youth Minister is responsible for assisting with the faith development of students and activities at Sacred Heart College, promoting personal spirituality, social justice and liturgy.

Qualifications and Experience

Essential qualifications and experience

- Experience and/or ability to work with young people;
- Able to constructively work as a member of a team;
- Experience in working with a school or parish youth program;
- Personal commitment to the Catholic faith and need to support the Catholic and Marist ethos of the College;
- Be an active member of a Catholic Eucharistic Community.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Experience in developing programmes and activities relevant to faith formation;
- Involvement in activities within their own parish;
- Commitment to work as a Youth Minister solely for Sacred Heart College.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

The Youth Minister will work closely with, and under the guidance and direct supervision of, the Director of Marist Mission.

The Youth Minister will:

- In collaboration with the Director of Marist Mission, develop opportunities and activities for faith formation for the students of Sacred Heart College
- Assist with masses and liturgies in the school, including school, campus and House based masses and liturgies;
- Develop a relationship with the local Catholic Parish (St Ann's Catholic Parish or Brighton Catholic Parish);

- Respond to initiatives of the Archdiocese, Marist Association and broader Church community;
- Promote, support, and assist with the Social Justice activities in the college through the Marist Solidarity (MSol) group;
- Assist with the development and running of Retreats and Reflection Days and Retreats;
- In consultation with the Head of Learning Area – Religious Education, support staff and students in Religious Education classes (where appropriate)
- Assist in the organisation and administration of the Game Changers program;
- Assist with whole school activities and events, as required;
- Promote and support whole school ministry activities such as Project Compassion and Marist Day;
- Assist in facilitation of Youth Ministry programs developed by the College and Marist Youth Ministry;
- Collaborate with the cross-campus Youth Minister, supporting events and activities, as required.

General

- Perform any other duties in line with your classification as required from time to time at the discretion of the Principal

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- a current Working with Children Check (WWCC) in accordance with Catholic Education South Australia requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role);
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role; and
- an understanding of, and compliance with, all screening and clearance requirements applicable to employees, volunteers, and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- avoid actions or omissions that may adversely affect the safety of others;
- follow reasonable instructions related to health and safety; and
- cooperate with College policies and procedures related to WHS.

In practical terms this means:

- using equipment and systems in a safe and appropriate manner;
- reporting hazards, incidents, or near misses promptly;
- participating in WHS training and induction as required; and
- following WHS guidance provided through CompliSpace and other College systems.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- uphold the Code of Conduct for Staff Employed in Catholic Education SA;
- act professionally and respectfully in all interactions with students, families, and colleagues;
- comply with policies and legislation related to equal opportunity, bullying, harassment, and workplace safety; and
- seek clarification or support if unsure about expected standards of behaviour.

Performance review

All employees are required to proactively participate in the College's Performance Development Program, including participation in periodic review discussions and goal-setting processes.

Conditions of employment

Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream:	Administration
Classification:	Grade 3
Prime location:	Champagnat Campus, Mitchell Park or Marcellin Campus, Somerton Park but with flexibility to work at any College site as required.

Reporting/working relationship

Line management from:	Director of Marist Mission
-----------------------	----------------------------

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.