

POSITION DESCRIPTION (PD) FOR Youth and Schools Engagement Officer

Position Title (Generic):	Coordinator	Position Title (Specific):	Youth & Schools Engagement Officer
Reporting to:	Diocesan Director – Archdiocese of Melbourne	Direct Reports:	None
Position Location:	Melbourne If Other, please identify: Click here to enter text.	Position Code:	YSEO-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	17/12/2019
Employment Type:	Fixed Term 12 months	Rem Code:	EF
Financial Authority:	<input type="checkbox"/> Authority level to Click here to enter text. <input checked="" type="checkbox"/> Credit card to monthly cap of \$0	Rem Steps:	From: S17 To: S24
		Award	No Award - ACBC guidelines
About Catholic Mission	<p><i>Our Vision</i> That all may have life in Christ.</p> <p align="center"><i>“I came that they may have life, and have it abundantly.” (John 10:10)</i></p> <p><i>Our Mission</i> As the Pope’s international mission agency we respond to the call to love God and to love our neighbour by forming individuals and communities as missionary disciples of Jesus who share their faith in action and through prayer.</p> <p>We share in God’s mission to reach out, give life by sharing our personal and financial resources to:</p> <ul style="list-style-type: none"> • proclaim the Gospel • serve people in need • act for peace, justice and creation <p>In partnership with local churches so that all may have life in Christ.</p> <p><i>“Love one another. Just as I have loved you, you also should love one another.” (John 13:34)</i></p>		
Purpose of Role	<p>This position exists within the Victorian/Tasmanian (VIC/TAS) Diocesan Support Team, supporting schools within the Archdiocese of Melbourne, the Diocese of Ballarat, the Diocese of Sale, the Diocese and the Archdiocese of Hobart.</p> <p>The primary focus of this job is to:</p> <ul style="list-style-type: none"> • Maximise the profile and income from schools promoting the new Socktober peer-to-peer initiative, engaging schools, parents, children and the wider community. • To oversee Catholic Mission’s (CM’s) presence at schools including events that highlight education, formation and the missionary nature of our work and which support Socktober and our strategic direction and engagement with various stakeholders, including schools, clergy and youth. • To act as a key representative of CM in schools in the Archdioceses and Dioceses within the VIC/TAS Region including: Mission Mass; workshops; general inquiries; local initiatives; 		

	<p>immersion queries, etc.</p> <ul style="list-style-type: none"> Collaborate with the CM Youth Liaison Officer to implement a national youth engagement strategy, which will involve developing relationships with local young people in a range of different spaces, including but not limited to: those high schools undertaking Socktober, other schools, Universities, post-high school youth hubs, community groups, Young Christian Students (YCS) and Young Christian Workers (YCW) groups, Catholic Mission Post-Immersion Groups, Parishes and Diocesan and National Youth forums, festivals and events. <p><u>About Socktober</u></p> <ul style="list-style-type: none"> During World Mission Month in October, we invite schools to participate in Socktober through our unique <i>head, heart and hands</i> model: encouraging a learning mind, an open heart and hands for action. Socktober builds on the Pope’s recent initiative <i>Sport at the Service of Humanity</i> and challenges children to experience their faith in action. Socktober is a whole of community engagement tool and builds an understanding of mission in the off-line and on-line space. The international game of soccer is used as a vehicle for children to experience how their brothers and sisters throughout the world play the game of soccer, learn about life in the countries supported by Catholic Mission and are moved to action using our unique Socktober educational and fundraising platform: www.socktober.org.au.
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Primary Duties & Key Performance Indicators (KPIs)

Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
<p>1. Pre-event engagement with Socktober occurs in schools and communities within the Archdioceses and Dioceses of the VIC/TAS Region in the lead up to World Mission Month (WMM).</p>	<ul style="list-style-type: none"> Working as part of a national collaborative effort in schools engagement, to co-ordinate the Archdiocesan and Diocesan Socktober events/activities. Working, with support from the <i>National Schools Engagement Officer</i> and the <i>Diocesan Directors</i> in the regions, to engage Religious Education Coordinators (RECs), principals, teachers, parents, students and community members in the Socktober initiative including engagement with and promotion of the Socktober online platform, collateral and promotional materials. Represent CM to promote Socktober at REC meetings, Catholic Education Office (CEO) meetings and other relevant gatherings including conferences and University open days. Using the online platform, outline the benefits to schools of the Socktober initiative versus traditional methods of engagement. In conjunction with <i>National Schools Engagement Officer</i> support, provide seamless communication to schools including follow-up with Welcome Kit, schools promotional materials, email flow, follow-up, online registration (promotion and troubleshooting). At least 40 schools from across the Archdioceses and Dioceses within the VIC/TAS Region commit to being involved with Socktober. in 2020 with this number growing incrementally each year. Ascertain opportunities for greater community engagement (eg. soccer clubs, etc.) for sponsorship and involvement of corporates and small business in Socktober.

<p>2. Schools and communities in the Archdioceses and Dioceses within the VIC/TAS region successfully engage with the Socktober initiative during WMM in October.</p>	<ul style="list-style-type: none"> ● During WMM in October, ensure all schools are well supported to carry-out the Socktober initiative including, but not limited to: <ul style="list-style-type: none"> ○ Resources – all schools understand the nature of the challenge, what resources are required including physical resources, promotional collateral and online resources. ○ Schools are well versed with the online resources and how to use their unique ‘school page’. ○ Socktober Event Days – are well resourced, and wherever possible stand alone. ○ Schools/communities are well supported during October to ensure an enthusiastic and mission-focused engagement with Socktober thereby maximising income.
<p>3. Socktober post event procedures are efficiently carried out after WMM to ensure Socktober is firmly embedded in the schools’/communities’ culture so that it continues year to year.</p>	<ul style="list-style-type: none"> ● Provide feedback and follow-up of Socktober in schools and communities within the Archdioceses and Dioceses of the VIC/TAS Region, including, but not limited to: <ul style="list-style-type: none"> ○ Thank you acknowledgements, certificates both for schools and top student/community fundraisers via email/telephone and where applicable for top performing schools face-to-face are presented. ○ Parents/students/communities are fully engaged and provide input to feedback surveys. ○ Ensure applicability of mission to the Socktober Event Day. ● Work with the <i>National Schools Engagement Officer</i> on post-event wrap up tasks including data reporting; schools involvement and any other relevant feedback.
<p>4. Provide reports back to schools.</p>	<ul style="list-style-type: none"> ● In collaboration with the <i>National Schools Engagement Officer</i>, provide feedback platform activity per school including: number of registrations, amount of funds raised, etc.
<p>5. National Socktober Networking Groups</p>	<ul style="list-style-type: none"> ● Participate in CM’s internal Socktober networking group which includes National Office and key diocesan staff to share ideas and collaborate experiences. ● Participate in regular Socktober User Group (SUG) during Socktober – a support group for schools to share their experience across Australia.
<p>6. Promote the CM Immersions program connecting youth leaders with existing youth networks, parents, teachers, students, parish communities.</p>	<ul style="list-style-type: none"> ● Promote CM immersions program to schools within the Archdioceses and Dioceses within VIC/TAS Region as part of our overall school engagement. ● Collaborate with the Formation Team to ensure immersion inquiries are followed-up in a timely manner. ● Engage students post-immersion in Stage 3 of the program.
<p>7. To engage internal and external stakeholders, especially via social and digital media.</p>	<ul style="list-style-type: none"> ● Regularly update CM staff of youth engagement events/activities/social media including Socktober via the organisation’s main communication tool <i>Mission Matters</i>, the weekly CM staff newsletter. ● Prepare social media communications (using Twitter and Facebook) on youth engagement events/activities for the CM Communications Departments on a regular basis. ● Make presentations about CM’s Youth Engagement Approach and/or collaborative initiatives at relevant events within the Archdioceses and Dioceses with the VIC/TAS Region and upon invitation.

8. Participate in the youth initiative strategy and activities.	<ul style="list-style-type: none"> To participate in regular planning and debriefing meetings with the CM Youth Liaison Officer and other CM Youth & Schools Engagement staff.
9. To act as a key representative of CM in schools in the Archdioceses and Dioceses with the VIC/TAS Region including: Mission Mass; workshops; general inquiries; local initiatives; immersion queries, etc.	<ul style="list-style-type: none"> To engage with schools throughout the diocese representing CM and actively integrate the above initiatives and programs and others provided by CM into school practice and life.
10. Comply with CM's Safeguarding of Children and Vulnerable Adults policy and code of conduct.	<ul style="list-style-type: none"> The policy and code of conduct is observed and adhered to at all times. Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/or vulnerable people.
11. Comply with Catholic Mission work, health and safety measures and standards.	<ul style="list-style-type: none"> Safe work practices are observed in accordance with training and instruction given. Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. Consultative processes provided by Catholic Mission are engaged.

Challenges of the Position
<ul style="list-style-type: none"> Socktober is a relatively new initiative for schools and communities and thus considerable negotiation and influencing skills will be required to engage with schools and the wider community.
<ul style="list-style-type: none"> Socktober is utilising a new online engagement platform which schools will need to learn and then promote to their parent community. This will entail considerable patience and personalised support for schools to ensure seamless engagement.
<ul style="list-style-type: none"> Successful roll-out of Socktober will entail innovation and collaboration with the Archdioceses and Dioceses within the VIC/TAS Region and the National Office teams, hence openness to learning, mentoring and sharing will be paramount.
<ul style="list-style-type: none"> Working hours will sometimes be out of normal working hours and require time away from home. These hours out of the office are offset by accrual of time in lieu in accordance with CM workplace policies.

Person Specification			
<i>Essential</i>	<i>Knowledge</i>	<i>Desirable</i>	<i>Knowledge</i>
	<ul style="list-style-type: none"> Demonstrated understanding of, and commitment to, Catholic principles, values and global mission. Principles and techniques of fundraising, social marketing, social media and non-profit operations. Tertiary qualifications in relevant discipline (eg. Education, theology, fundraising, sales/marketing). 		<ul style="list-style-type: none"> Familiarity with online peer-to-peer fundraising platforms. Familiarity with the ethos, culture of CM. Social-media: technical, communication and networking skills.

Essential	Experience <ul style="list-style-type: none"> • At least 1 year of experience in the not for profit (NFP) sector. • Demonstrable customer / donor care experience. 	Desirable	Experience <ul style="list-style-type: none"> • At least 2 years of relationship based fundraising experience. • Working within a school environment. • Developing solid and sustainable donor relations. • Experience in working within a religious context, ideally within the context of the Catholic Church.
Essential	Skills <ul style="list-style-type: none"> • Event management and facilitation, particularly with regards to fundraising activities. • Exceptional interpersonal skills including an ability to establish rapport with schools' contacts and students, business executives, accomplished entrepreneurs, in addition to church leaders and individual supporters / donors and youth / youth groups and leaders. • High level of efficiency, accuracy and attention to detail, particularly in relation to time management, multi-tasking, prioritising tasks according to level of importance. • Excellent communication skills including: active listening, writing (drafting letters), presenting (developing presentation powerpoints), facilitating information sessions and workshop and solid telephone skills. 	Desirable	Skills <ul style="list-style-type: none"> • Able to conduct email campaigns. • Intermediate office skills, such as mail merge, spreadsheets, labels etc.
Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All applicants must be eligible to work within Australia. <input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> This position requires occasional travel nationally. <input checked="" type="checkbox"/> This position requires a driver's licence. <input checked="" type="checkbox"/> Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line manager's directive, adherence to program, HR and Finance policies and procedures. <input checked="" type="checkbox"/> If FTE (full-time equivalent)=1.0, you will receive a Mobile Phone Plan <input type="checkbox"/> If FTE< than 1, than you will be reimbursed mobile phone charges via the <i>Expense Claim Form</i>. <input checked="" type="checkbox"/> Capacity to work outside standard business hours. 		

Key Stakeholders/Relationships	
Through the Partnership with Schools, YCS and the YCW, CM seeks to empower young people; to be agents of change, to put their faith into action and to find the deepest meaning in their lives.	
Internal	<ul style="list-style-type: none"> • National Schools Engagement Officer • Fundraising Team • Formation Team • Communications Team • Community Engagement Innovator
External	<ul style="list-style-type: none"> • Religious Education Coordinators (RECs) • School Principals • School Secretaries • Parish Priests • Business Leaders in the Community • Youth Leaders / Groups • YCS/YCW

PREPARED BY:		REVIEWED BY:			
Name	Sonja Krivacic	Name	Sharon Messina		
Position Title	Community Engagement Innovator	Position Title	HR Director		
e-signature	100KRIS	e-signature	EM100006		
Date	12/12/19	Date	17/12/2019		
AUTHORISATION: 1 st Level		AUTHORISATION: 2 nd Level		AUTHORISATION: 3 rd Level	
Name	Kevin Meese	Name	Peter Gates	Name	Brian Lucas
Position Title	Diocesan Director	Position Title	Deputy National Director	Position Title	National Director
e-signature	EM100072	e-signature	100GATP	e-signature	100LUCB
Date	20 Dec 2019	Date	18 Dec 2019	Date	19.12.19