

Applications are invited for the following positions to commence in January 2018:

**YOUTH MINISTRY FACILITATOR (FULL-TIME)
and
RETREATS AND PROGRAMS FACILITATOR (FULL-TIME)**

DE LA SALLE BROTHERS

The Brothers operate Catholic schools and other charitable institutions and activities globally. This position is with the Lasallian District of Australia, New Zealand, Pakistan and Papua New Guinea (ANZPPNG).

LASALLIAN MISSION SERVICES CONTEXT

These positions exist to support the work of the Young Lasallians Team of Lasallian Mission Services (LMS). Lasallian Mission Services is the operational arm of the Lasallian Mission Council, the body which directs and animates the Lasallian Mission within the District of ANZPPNG.

Role Descriptions for both positions are attached below.

For further details regarding the work of Lasallian Mission Services and of the LMS Young Lasallians Team, please visit delasalle.org.au.

To Apply for Either Position, Please submit:

- **Your resume**, including three referees (one of whom must attest to your understanding of and commitment to the faith-life of the Catholic Church), and
- **A cover letter** which addresses the core capabilities of the position, to:

Amanda Proulx
Assistant Director of Formation for Young Lasallians

AmandaProulx@delasalle.org.au

De La Salle Brothers
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Lasallian Mission Services is firmly committed to equal employment opportunities for all.

Role Description for Full-Time Youth Ministry Facilitator

The Youth Ministry Facilitator is an employee of Lasallian Mission Services and will be responsible for ensuring the continuing development and support of the Lasallian Youth Ministry program, the school based retreat programs, and the other projects and programs offered by the Young Lasallians Team of Lasallian Mission Services. This work is vital to ensure the ongoing growth and professionalisation of the youth ministry services provided to, and on behalf of, the District of ANZPPNG.

ENVIRONMENT

- The Youth Ministry Facilitator will be based at the District Office for ANZPPNG in Bankstown, Sydney. They will be provided a work-space and all necessary materials to meet the requirements of their role.
- Coordination of the Lasallian Youth Ministry program takes place both from the District office and through in-person contact with the Lasallian Youth Ministers, who are based in schools throughout the District.
- The retreats and other programs facilitated by the Young Lasallians Team of Lasallian Mission Services take place offsite, generally on the campus of Lasallian schools and colleges, at retreat centres, and in other similar locations. These sites may be anywhere within the District of ANZPPNG and are frequently outside of Sydney.
- This role involves frequent travel.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS

The Youth Ministry Facilitator will take direction and supervision from the Assistant Director of Formation for Young Lasallians.

RESPONSIBILITIES

- Coordinate the ANZPPNG District Lasallian Youth Ministry program, which provides youth ministry services to a growing number of schools throughout the four diverse countries (Sectors) of the District
 - *Form*: facilitate start of year and mid-year formation programs for the entire team of youth ministers, and provide ongoing mentorship for individual youth ministers
 - *Support*: provide in-person and remote companionship and support for the spiritual and professional growth of youth ministers in the work of school-based youth ministry
 - *Supervise*: provide leadership and direction of youth ministers' work in coordination with their on-site supervisor and other school personnel
- Develop, adapt, and co-facilitate high quality retreats and reflection days throughout the District of ANZPPNG, particularly in Lasallian schools, for junior and senior students
- Assist the Assistant Director of Formation for Young Lasallians in the planning, promotion, and facilitation of programs outside the context of school-based retreats and reflection days, with a focus on:
 - Growing current offerings for alumni and young adults
 - Promoting local and regional gatherings of Young Lasallians
 - Developing new and improving current Sector and District level events
 - Continuing to explore avenues for engaging in consultation and thought leadership in youth ministry within the broader Catholic contexts of the District
- Engage former students and other Lasallians in retreats, reflection days, and other appropriate school and Lasallian events as volunteers, within LMS and school regulations

- Provide a positive Lasallian role model for students and young adults
- Promote a deepening understanding of and engagement in the Lasallian Mission by young people, both immediately and in the long term
- Assist with other Young Lasallians and Lasallian Mission Services events and projects as assigned

EXPECTATIONS

- Actively participate in Lasallian Mission Services and Young Lasallians team meetings
- Complete induction, training and ongoing Lasallian formation
- Ensure that the following current documents are lodged with the Assistant Director of Formation for Young Lasallians:
 - Working With Children Check
 - Driver's License
 - First Aid Certificate
 - Medical Form

REVIEW

The Youth Ministry Facilitator will communicate regularly with the Assistant Director of Formation for Young Lasallians. Appointment to the role will be probationary for three months, pending an initial performance review. A full review will be undertaken midway through the contract period.

Note: The employer reserves the right to vary this position description, after consulting with the employee, in response to changing needs.

CORE CAPABILITIES

- A demonstrated understanding and support of the evangelising mission of the Catholic Church and the educational mission in service with the poor of the Lasallian Institute
- Extensive experience in Youth Ministry, with experience in school-based ministry preferred
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Good organisation skills
- Good multimedia skills
- Good administrative skills, including attention to detail, time management and the capacity to see tasks through to completion
- Demonstrated ability to think creatively and develop new programs and initiatives
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to provide leadership and mentorship to others

SALARY AND CONDITIONS

The Youth Ministry Facilitator will be contracted at a period of 24 months at a salary based on their qualifications.

POSITION REQUIREMENTS

- Relevant police and Working With Children Checks or similar, depending on State
- Current Driver's License
- First Aid Certification, or willingness to obtain such
- Tertiary Qualifications preferred, particularly in the areas of theology or religious education
- Experience in Youth Ministry, with experience in school-based ministry preferred

Role Description for Full-Time Retreats and Programs Facilitator

The Retreats and Programs Facilitator will be an employee of Lasallian Mission Services and will be responsible for preparing and facilitating retreat programs offered by the Young Lasallians Team of Lasallian Mission Services. This work is vital to ensure the ongoing growth and professionalisation of the youth ministry services provided to, and on behalf of, the District of ANZPPNG.

ENVIRONMENT

- The Retreats and Programs Facilitator will be based at the District Office for ANZPPNG in Bankstown, Sydney. They will be provided a work-space and all necessary materials to meet the requirements of their role.
- The retreats and other programs facilitated by the Retreats and Programs Facilitator take place offsite, generally on the campus of Lasallian schools and colleges, at retreat centres, and in other similar locations. These sites may be anywhere within the District of ANZPPNG and are frequently outside of Sydney.
- This role involves frequent travel.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS

The Retreats and Programs Facilitator will take direction and supervision from the Assistant Director of Formation for Young Lasallians.

RESPONSIBILITIES

- Facilitate/co-facilitate high quality retreats and reflection days throughout the District of ANZPPNG, particularly in Lasallian schools, for junior and senior students
- Develop new and adapt existing programs for retreats and reflection days to meet the evolving needs of students and school communities
- Facilitate the training of student leaders in animating the charism within their student body and particularly in assisting with the facilitation of retreat and reflection days
- Engage former students and other Lasallians in retreats, reflection days, and other appropriate school and Lasallian events as volunteers, within LMS and school regulations
- Provide a positive Lasallian role model for students and young adults
- Promote a deepening understanding of and engagement in the Lasallian Mission by young people, both immediately and in the long term
- Assist with other Young Lasallians and Lasallian Mission Services events and projects as assigned

EXPECTATIONS

- Actively participate in Lasallian Mission Services and Young Lasallians team meetings
- Complete induction, training and ongoing Lasallian formation
- Ensure that the following current documents are lodged with the Assistant Director of Formation for Young Lasallians:
 - Working With Children Check
 - Driver's License
 - First Aid Certificate
 - Medical Form

REVIEW

The Retreats and Programs Facilitator will communicate regularly with the Assistant Director of Formation for Young Lasallians. Appointment to the role will be probationary for three months, pending an initial performance review. A full review will be undertaken midway through the contract period.

Note: The employer reserves the right to vary this position description, after consulting with the employee, in response to changing needs.

CORE CAPABILITIES

- A demonstrated understanding and support of the evangelising mission of the Catholic Church and the educational mission in service with the poor of the Lasallian Institute
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Good organisation skills
- Good administrative skills, including attention to detail, time management and the capacity to see tasks through to completion
- Basic to intermediate multimedia skills
- Ability to work independently and as part of a team
- Experience with volunteer recruitment and management

SALARY AND CONDITIONS

The Retreats and Programs Facilitator will be contracted at a period of 24 months at a salary based on their qualifications.

POSITION REQUIREMENTS

- Relevant police and Working With Children Checks or similar, depending on State
- Current Driver's License
- First Aid Certification, or willingness to obtain such
- Tertiary Qualifications preferred, particularly in the areas of theology or religious education
- Experience in Youth Ministry, with experience in school-based ministry preferred