

Office of the Bishop
Xavier Centre
38 Harbour Street
(PO BOX 1239)
Wollongong NSW 2500

www.dow.org.au

JOB TITLE	CCD Faith Education Officer
EMPLOYER	Office of the Bishop, Diocese of Wollongong
DEPARTMENT	Office of Renewal and Evangelisation, Confraternity of Christian Doctrine
EMPLOYMENT TYPE	Full time
LOCATION	Based at Campbelltown with regular travel around the diocese
MANAGER	CCD & Evangelisation Coordinator
ACCOUNTABLE TO	Director of Office of Renewal and Evangelisation

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

The Confraternity of Christian Doctrine, situated within the Office of Renewal and Evangelisation, oversees the work of more than 500 Catechists who teach Special Religious Education to approximately 8,500 Catholic students in over 140 Government schools.

PURPOSE

To support and assist the Bishop, Diocesan Director of Renewal & Evangelisation, Priests and Parishes:

- to provide Catholic Special Religious Education (SRE) for Government Schools' students.
- in the implementation of Parish ministries and programs for Renewal & Evangelisation, as directed.

YOUR RESPONSIBILITIES

The CCD Faith Education Officer will be accountable to the Director of Renewal and Evangelisation and the CCD Coordinator for the following tasks and functions related to work within the region and parishes.

CCD

- To liaise with a broad range of groups including clergy, parishes, parish coordinators of CCD, Catechists, government and Catholic schools, families, The NSW Department of Education and other professional bodies in providing Special Religious Education.

- To advise parish catechist groups of relevant legislative changes that affect their work (e.g. child protection, privacy) and to ensure that all diocesan Child Protection, privacy, WH&S and other policies are known and implemented.
- To fulfil administrative requirements ensuring the efficient and effective running of the ministry within the diocese, utilising and managing allocated admin support effectively. Tasks would include, but are not limited to, authorisation of Catechists, training and event organisation and preparing reports for the ministry.
- To provide and support faith education programs for the catechists of the region working with the children/youth in State schools.
- To lead development initiatives that assist parishes in the identification and recruitment of suitable persons as catechists. To speak/lead in recruitment role at Parishes if warranted in Liaison with Clergy and Director of Renewal and Evangelisation.
- When needed, to liaise with Government school staff to address SRE Implementation Procedures.
- In liaison with CCD Team Leader, the day-to-day oversight of the CCD Resource Centre manager.
- Assist in the recruitment and provision of training programs to prepare Diocesan Catholic Secondary School students for work in CCD.

Renewal and Evangelisation

- From time to time, to work with the Director of Renewal and Evangelisation and key peers, to support the development of Parish-based ministry that aims to develop missionary disciples (e.g. Outreach-style programs, small group training, and promoting renewal initiatives).

YOUR EXPERIENCE AND QUALIFICATIONS

- Appropriate tertiary qualification and/or relevant experience inclusive of Religious Education/Theology/ Faith Formation, Education/Training, and ministry experience.
- Current Driver's License (Class C NSW).
- Experience and proven ability to participate effectively in the Evangelising Mission of the Church via Religious Education & faith formation programs.
- An understanding of and commitment to Catholic faith formation through Sacred Scripture and Catholic Tradition.
- Understanding and knowledge of the school/ classroom environment, and the professional expectations of teachers/volunteers.
- Relevant youth/children's ministry experience

ATTRIBUTES AND SKILLS

- The desire to assist the Bishop of Wollongong in his mandate to teach, sanctify and govern, and thus empower faithful disciples to evangelise within the Diocese of Wollongong.
- Sound knowledge of, and strong personal commitment to, the mission and values of the Catholic Church.
- Strong desire and ability to ensure the Catholic Faith is communicated through Special Religious Education (SRE) and to articulate and promote its benefits for Catholic children and their families within NSW Government schools.
- Ability to affirm, celebrate and encourage volunteers within the ministry of CCD.
- Active in his/her parish.
- Effective oral and written communication skills and the ability to liaise positively with key stakeholders.
- Ability to deal confidentially with sensitive situations.
- Professional manner and appropriate presentation expected of Office of the Bishop employees.
- High motivation and self-discipline to ensure tasks and functions are fulfilled in a timely manner.
- Sound interpersonal skills that contribute to positive and productive team dynamics.
- Leadership skills with the ability to empower and envision.
- Sound computer literacy skills, including the use of Microsoft Office, Outlook and Web site management. Experience with databases would be advantageous.

YOUR RELATIONSHIPS

As a member of the Confraternity of Christian Doctrine (CCD) and the Office of Renewal and Evangelisation, you will report to the **Director of the Office of Renewal and CCD & Evangelisation Coordinator**. In addition, you will work closely with the:

- CCD Resource Centre Manager
- Cathlink Database Administrator
- Evangelisation and Discipleship Coordinator
- Youth and Young Adults Coordinator
- Liturgy and Ministry Coordinator

CHECKS AND CLEARANCES

Appointments are subject to the following checks and clearances:

- Referee checks
- National Criminal History Record check
- Working with Children Check clearance

EMPLOYMENT CONDITIONS

Due to the nature of the role, on occasion, some weekend and after hours work may be required.

PERFORMANCE MANAGEMENT

The performance of the CCD Faith Education Officer will be assessed on a regular basis and at least annually, as per Diocesan Policy, having regard to the following:

- Their performance on the key responsibilities and attributes of this role
- The quality of service and resources provided to parishes and schools for responding to faith education issues specific to Special Religious Education
- The quality of support of Parish ministries and programs for Renewal & Evangelisation, as required by the Director of ORE
- Their ability to develop and maintain relationships with stakeholders
- Their ability to develop work plans and achieve agreed objectives

REMUNERATION

The salary package for this position (inclusive of wages, superannuation, vehicle, mobile phone allowance) is \$75,000-\$90,000, dependant on qualifications and experience.

HOW TO APPLY

Applicants must submit a cover letter addressing the selection criteria and a resume detailing relevant qualifications and experience.

Please address your application to:

Mr Jude Hennessy
Director of Office of Renewal and Evangelisation
Office of the Bishop
PO Box 1239
Wollongong NSW 2500

Applications can be emailed to
helen.bennett@dow.org.au

For all enquiries, call Helen on (02) 4222 2403.

Applications close: Friday 13 November 2020.