

## POSITION DESCRIPTION SCHEDULE A



<b>JOB TITLE</b>	Faith Education Officer
<b>JOB TYPE</b>	Full time
<b>EMPLOYER</b>	Catholic Diocese of Wollongong (OOB)
<b>DEPARTMENT</b>	Office of Renewal and Evangelisation (ORE), Confraternity of Christian Doctrine (CCD)
<b>MANAGER</b>	CCD Coordinator
<b>ACCOUNTABLE TO</b>	Director 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 (CCD), situated within the Office of Renewal and Evangelisation (ORE), oversees the work of more than 500 Catechists who teach Special Religious Education (SRE) to approximately 8,500 Catholic students in over 140 Government schools. As a member of the Catholic Conference of Religious Education in State Schools (CCRESS) the DoW collaborates with 11 other Diocese in NSW- ACT for the provision of SRE for around 90,000 students and their families.

### ABOUT THE ROLE

The Faith Education Officer, along with the CCD Team, support and assist the Bishop, Diocesan Director of Renewal & Evangelisation, Priests and Parishes, to provide Catholic Special Religious to students and their families in State Schools.

### WHY WE NEED YOU

As an experienced, intelligent and articulate professional we need your integrity, faith and capability to help us spread the good news to those students in state schools. Your thoroughness, competence and honesty are important aspects of this role.

### YOUR RESPONSIBILITIES

The key responsibilities of the role will include:

- To work with a broad range of groups including clergy, parishes, parish coordinators of CCD, SRE teachers, (catechists), state schools, families, the NSW Department of Education and other professional bodies in providing SRE.
  - To ensure the Diocese / parishes deliver quality SRE in line with all pertinent legislative requirements and
- policy frameworks of both the NSW Government and NSW-ACT Bishops.
  - Assist in the implementation of statutory safeguarding, authorisation and training requirements of the Diocese (e.g. child protection, privacy, curriculum use, WHS etc).
  - To have day to day responsibility for the administrative requirements of CCD, to ensure the efficient and effective running of the ministry within the DoW, and the fulfillment of all statutory requirements via database / record keeping.
  - To work collaboratively with other staff, parishes, coordinators and SRE teachers in the management of contact information, authorisation, training, awards and associated school and teaching data enabling the preparation of reports for the ministry.
  - To provide and support the delivery of training and formation programs for SRE teachers throughout the Diocese.
  - To assist parishes in the identification and recruitment of SRE teachers, speaking in Parishes when required in liaison with Clergy and Coordinator of CCD.
  - When needed, to liaise with state school staff to address and enact SRE Implementation Procedures.
  - In liaison with the Diocesan CCD Coordinator, oversee the effective operation of the CCD Resource Centre and work of the Resource Centre Manager.
  - To work collaboratively with other Dioceses / Agencies, and where appropriate attend formation / conferences deemed pertinent to your role as required by your manager.
  - Assist in the recruitment and provision of training programs to prepare Diocesan Catholic Secondary School students for work in CCD.
  - Assistance in the provision of and contribution to CCD communications in liaison with the Coordinator of CCD.
  - Assistance in the organisation of annual CCD Annual Mass and Awards.
  - Participation in the broader work of the Office of Bishop and Office of Renewal and Evangelisation as requested by the Director of Renewal and Evangelisation.
  - Other relevant duties, as required.

## YOUR RELATIONSHIPS

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The Faith Education Officer reports to the Director - Office of Professional Standards and Safeguarding. In addition, you will work closely with:

- Clergy, Parish CCD Coordinators and volunteer SRE Teachers
- CCD Resource Center Manager
- OOB Administration & Support Staff
- Evangelisation and Parish Renewal Coordinator
- Youth and Young Adults Coordinator
- Liturgy and Ministry Coordinator
- Other members of the Office of the Bishop

## YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

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Ideally, you have:

- An understanding of the structure and workings of the Catholic Church;
- 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.
- 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.
- Effective oral and written communication skills and the ability to liaise positively with key stakeholders
- Appropriate tertiary qualification and/or relevant experience inclusive of Education, Religious Education/ Theology/ Faith Formation and IT training administration.
- 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 / training programs.
- Knowledge of the statutory requirements of approved SRE providers.
- Knowledge of parish life, catechists, CCD ministry and SRE guidelines.

- Ability and experience leading and supporting volunteers.
- A sound understanding of and commitment to Catholic religious education / faith formation for young people, Sacred Scripture and Catholic Tradition.
- A good understanding of state school primary and secondary teaching strategies and socio-cultural factors.
- Understanding and knowledge of school / classroom environment.
- Experience and understanding of children and youth, staff and school expectations, standards of conduct.
- Knowledge and experience in faith formation of young people.
- An understanding of and commitment to the development and maintenance of safe workplaces.
- Ability to deal sensitively and confidentially with issues.
- Professional manner and presentation.
- 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.
- Strong organisational, time management and administrative skills.
- Sound computer literacy skills, including the use of Google Suite / Microsoft Office and database proficiency.
- Ability to communicate effectively and develop good working relationships with all stakeholders
- Personal commitment to the ethos and values of the Catholic Church;

## CHECKS AND CLEARANCES

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Appointments are subject to the following checks and clearances:

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

## OTHER EMPLOYMENT CONDITIONS

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