



Job Description

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| Position Title | University Ministry Coordinator |
| Status | Full-time. This full-time workload can include approximately 8-16 hours of evening and weekend work per week, as required. Availability to do this evening and weekend work is essential. |
| Organisation | Catholic Diocese of Auckland |
| Section | Pastoral Services Group – Youth and Young Adults |
| Reports to | Manager – Ministries to Young People |
| Date reviewed | 24 October 2023 |

Position overview

The Diocese of Auckland exists to live and proclaim the Gospel of Jesus Christ. Under the Diocesan Mission Map, there is a strategic priority to build up the spirituality of young people. The role of University Ministry Coordinator is pivotal to achieving this.

The University Ministry Coordinator is responsible for coordinating Catholic ministry to students enrolled at tertiary institutions in Auckland. This ministry is carried out with the goal of forming tertiary students as mission-driven leaders in the Diocese of Auckland.

Based on the Youth and Young Adult Ministry Strategic Plan (2024-2028) this role is focused on delivering 3 primary outcomes:

- To launch and coordinate student small groups, with the goal of 12 ongoing small groups established across the 5 regions of Auckland by the end of 2027, forming participants as mission-driven leaders in the Diocese.
- To empower the Auckland Catholic Tertiary Students club at the University of Auckland to carry out effective ministry, and to coordinate the establishment of a Catholic students' club at Auckland University of Technology.
- To deliver an annual calendar of events that form tertiary students as mission-driven leaders.

Key accountabilities

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| Strategy and Planning | <ul style="list-style-type: none">• Work with the Manager and the wider Ministries to Young People team to develop an annual plan and calendar for tertiary ministry, in alignment with the Youth and Young Adult Ministry Strategic Plan (2024-2028).• Work with the Manager to develop a personal annual plan that identifies agreed goals and progress indicators in the contexts of |
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| | <p>(1) professional development and (2) performance towards the outcomes of the Youth and Young Adult Ministry Strategic Plan (2024-2028).</p> |
| Student Small Groups | <ul style="list-style-type: none"> • Launch and coordinate student small groups, with the goal of 12 ongoing small groups established across the 5 regions of Auckland by the end of 2028. • Recruit and coordinate leaders for student small groups. Ensure that small group leaders: <ul style="list-style-type: none"> ○ Have an active Catholic faith and model behaviour in line with Diocese values. ○ Are police vetted and trained in safeguarding practices. ○ Have the practical and pastoral support they need to lead successful small groups. • Ensure that small groups accomplish their purpose of accompanying students during their tertiary studies, forming them as mission-driven leaders within the Diocese. |
| Auckland Catholic Tertiary Students Club | <ul style="list-style-type: none"> • Work with the club executive for the Auckland Catholic Tertiary Students club at the University of Auckland (ACTS) to ensure they continue to meet the requirements to remain a recognised student group. • Work with the ACTS club executive to create their annual goals. • Provide the ACTS club executive with the practical and pastoral support they need to achieve their goals. This support includes: <ul style="list-style-type: none"> ○ Facilitating a start-of-year retreat ○ Monthly meetings ○ Coordinating regular one-on-one mentoring of club executive members ○ Assisting with the delivery of events and initiatives. • Provide the ACTS club executive with regular opportunities for training and formation in areas that will benefit the work of the club, and the development of executive members as ‘mission-driven leaders.’ • Work with the ACTS club to ensure a successful club presence at clubs’ expo events each Semester. • Work with the ACTS club to effectively recruit new members. • Invite ACTS club members to be part of tertiary ministry events and initiatives. • Coordinate the establishment of Catholic students’ clubs at other tertiary institutions, with the outcome of a club established at Auckland University of Technology by the end of 2025. |
| Student Ministry Events | <ul style="list-style-type: none"> • Coordinate events for tertiary students for the purposes of (1) making students aware of Catholic ministry initiatives, (2) evangelisation and (3) formation of students as ‘mission-driven’ leaders. These events include: |

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| | <ul style="list-style-type: none"> ○ A weekly calendar of events that occur on or around tertiary campuses. For example, Mass and lunch at Maclaurin Chapel at 12:10pm on Tuesdays. ○ An annual calendar of events. Some examples are: start-of-semester welcome, end-of-semester celebration, retreats. ○ One-off events. Some examples are: keynote speakers, catechesis sessions, prayer experiences, mission trips and pilgrimages. ○ A minimum of four outreach events each year, across multiple tertiary campuses, so that students are aware of Catholic ministry initiatives, and they feel invited to participate. ● Prepare appropriate documentation for all events, including ‘source’ documents, health and safety, and promotion plans. Ensure that documentation is up-to-date, clear, and able to be used effectively to assist with planning similar events in the future. ● Coordinate volunteers to assist with student ministry events and initiatives. |
| <p>Student Support and Communication</p> | <ul style="list-style-type: none"> ● Develop ministry relationships with tertiary students, whereby students are invited to participate in Catholic initiatives and events. ● Provide pastoral ministry and/or mentoring to tertiary students as required. ● Make students aware of how to access specialist help or assistance as required. ● Respond to student requests or inquiries in a timely manner. ● Ensure that tertiary ministry initiatives and Ministries to Young People initiatives are well publicised to tertiary students. ● Monitor student engagement with Catholic ministry initiatives and reach out to students who appear to unexpectedly disengage with these initiatives. |
| <p>Measurement of Impact</p> | <ul style="list-style-type: none"> ● Work with the Manager to create methods to effectively measure the impact of tertiary ministry initiatives. ● Implement these methods across tertiary ministry initiatives, to achieve an accurate and useful measurement of ministry impact. ● Use measurements of impact to ensure accurate reporting and constant improvement of ministry. |
| <p>Ecumenical Relationships</p> | <ul style="list-style-type: none"> ● Establish and foster ecumenical links with the ecumenical chaplaincy teams of tertiary institutions. ● Work in collaboration with ecumenical chaplaincy teams around significant ecumenical events, including the ‘faith week’ programmes at relevant campuses. |

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| Engaging Year 13 Students | <ul style="list-style-type: none"> • Create a framework for engaging with Year 13 students at Catholic secondary schools who intend to complete tertiary study in Auckland. • Work with the wider Ministries to Young People team, and the NET team, to implement this framework, ensuring that these students are aware of Catholic ministry initiatives, and they feel invited to be participate. |
| Good Friday Stations of the Cross | <ul style="list-style-type: none"> • Coordinate the annual diocesan Good Friday Stations of the Cross procession. |
| Team Work | <ul style="list-style-type: none"> • Actively participate in weekly Ministries to Young People team meetings and monthly meetings with the wider Pastoral Services Team and/or Diocesan team. • Actively participate in regular (at least monthly) meetings with the Manager, focused on wellbeing, workload and performance. • Communicate with the Manager regarding support required from members of the wider Ministries to Young People for tertiary ministry events and initiatives. • Assist with the delivery of Ministries to Young People events and initiatives as required. • Encourage tertiary students to participate in and/or volunteer to help with Ministries to Young People events and initiatives. • Commitment to, and collaboration with, the Pastoral Services Group team, contributing to PSG initiatives as required. • Assist with the delivery of wider Diocesan events and initiatives, as required. |
| Administration | <ul style="list-style-type: none"> • Respond to communications (phone calls, emails, messages, etc.) in a timely manner. • Accept responsibility for any Diocesan equipment and resources that requires use, ensuring that it is maintained and returned in good working order. • Ensure that invoices and receipts for any expenses are submitted through the appropriate channels in a timely manner. |
| Health and Safety | <ul style="list-style-type: none"> • Take responsibility for your own health and safety, and for the health and safety of other people who may be affected by your actions or non-actions. • Comply with CDA's health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contribute, when consulted, on workplace health and safety responsibilities and policies, and also provide feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA's work/environment |

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| | <ul style="list-style-type: none"> • Report all injuries, incident, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort. • In the case of injury or illness, take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work.” • Support managers as required to meet their requirements of the health and safety responsibilities and policies. • At all times demonstrate the best health and safety behaviour to support a positive health and safety culture. |
| Mission and Values | <ul style="list-style-type: none"> • Ensure all language, behaviour and attitudes towards people are consistent with the mission and values of the Diocese. • Dress appropriately at all times. • Maintain appropriate boundaries with colleagues and people who are being ministered to. |

This position description is a broad outline of the key accountabilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the organisation.

Relationships

| External | Internal |
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| Other Dioceses Ministry organisations and religious bodies in the Diocese Priests Tertiary institute staff Tertiary students School Principals, DRSs, teachers NET team Young Leaders Young Adults Catholics in the Diocese Individuals seeking assistance or information about the Catholic Church | Bishop Leader, Pastoral Services Group Manager, Ministries to Young People Ministries to Young People staff Pastoral Services Group staff Other employees of the Diocese |

Person Specification

Preferred

Education and Qualifications

- A tertiary qualification (or currently studying towards one), or relevant experience, in religious education, theology, or pastoral ministry.

Skills and Experience

Ministry experience

- Experience in a young adults and/or tertiary students ministry leadership role, preferably within a Catholic context.
- Experience leading small-group based ministry.

- Experience delivering faith formation courses, such as Alpha, Called & Gifted, CCO Faith Studies.

Event Coordination

- Experience coordinating the delivery of large-scale (>100 people) and small-scale (<100 people) events.
- Experience leading teams made of up staff, volunteers and/or contractors.
- Familiarity with event documentation, including Health & Safety plans, communications plans, and event programmes.

Communications

- Experience creating and executing communications plans and strategies.
- Ability to present ideas effectively through written and verbal communication.
- Ability to adjust communication style to the characteristics and needs of the audience.

Organisation

- Ability to create and adhere to effective time-management and task management systems.
- Demonstrated ability to meet outcomes and deadlines in the context of complex and fast-paced projects.

Multicultural Competency

- Experience working with, and ministering to, people of different cultures.
- Understanding of the ethnicities and cultures that make up significant proportions of the Catholic faith community in the Diocese.
- Understanding of, and commitment to, the principles of Te Tiriti o Waitangi and Treaty partnership.

Technology

- Excellent working knowledge of email platforms, particularly Outlook.
- Excellent working knowledge of Microsoft software, including Word, Excel, PowerPoint, Teams, and SharePoint.
- Excellent knowledge of using and managing social media platforms, including Facebook and Instagram.

A clean (full) driver's licence (applicants without this are unlikely to be considered for the role).

Experience with one or more of the following areas would also be an advantage (please indicate this in your application):

- Sound, lighting and/or AV equipment
- Photography and/or videography
- Event management
- Graphic Design
- Hospitality
- Ability to play musical instruments and/or band experience

Values and Attributes

Commitment to the Catholic Church

- Be a responsible participant in the life, mission, and work of the Catholic faith community.
- Be committed to the Catholic community's beliefs, ethics, values, and standards.
- Demonstrate a passion for evangelisation and forming people as missionary disciples.

Social Intelligence

- Ability to lead from relational influence.
- Passionate about relational ministry.
- Establish and sustain trusting relationships with colleagues and students by accurately perceiving and interpreting one's own emotions and others' emotions and behaviour in context.
- Demonstrate awareness of one's own emotions in managing one's own responses and reactions and working with others to be effective at work.
- Demonstrate respect in all relationships.
- Ability to effectively form relationships with a range of key stakeholders.

Intellectual Acuity

- The ability to think critically about issues and ideas, identifying key considerations.
- Ability to figure out effective solutions to complex problems.

Stewardship

- Commitment to using work time effectively and efficiently to create value for the Diocese of Auckland.
- Use resources (finances, staff time, content, etc.) prudently and proportional to the needs that are being met.

Team Work

- Value working as a part of a team, recognising the ability to achieve more when working together.
- Contribute effectively to the team, recognising one's individual role, strengths, and weaknesses.
- Communicate constructively and transparently with team members.
- Resolve conflict constructively by seeking understanding and prioritizing reconciliation.

Humility

- Demonstrate a desire to always be learning and improving.
- Competent in active listening.
- Able to receive constructive feedback, consider this feedback appropriately, and act on feedback as necessary.
- Good understanding and demonstration of servant leadership.