



Job Description

Position Title	Project and Music Coordinator
Status	Full-time. Approximately 8-16 hours per week includes evening and weekend work as required and is essential.
Organisation	Catholic Diocese of Auckland
Section	Pastoral Services Group – Youth and Young Adults
Reports to	Manager – Ministries to Young People
Date reviewed	19 September 2025

Position overview

The Diocese of Auckland exists to live and proclaim the Gospel of Jesus Christ. The Music Coordinator plays a vital role in this mission. Guided by the Youth and Young Adult Ministry Strategic Plan (2024-2028), this role focuses on:

- Identifying, equipping and supporting young Catholic musicians across the Diocese, empowering them to serve in their local faith community and as part of diocesan events.
- Providing support in AV and event production, empowering youth people with these skills to contribute in their local faith community and as part of diocesan events.
- Supporting liturgical music at monthly Diocesan Youth Mass.
- Collaborating with the wider Ministries to Young People team to deliver events targeting Youth (13-18 year olds), Young Adults (18-35 year olds), and Young Leaders (those who have leadership roles in Youth and/or Young Adult ministry).
- Supporting local youth ministry, working with paid and volunteer local youth ministers to equip them for mission in their faith communities.

Key accountabilities

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 events, in alignment with the Youth and Young Adult Ministry Strategic Plan (2024-2028).• Work with the Manager to develop a personal annual plan with agreed goals and progress indicators, focusing on (1) professional development and (2) contribution to the outcomes of the Strategic Plan (2024-2028).
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<p>Music Ministry</p>	<ul style="list-style-type: none"> • Identify, equip and support young Catholic musicians for music ministry in their local communities and at diocesan events. • Coordinate liturgical music for monthly Diocesan Youth Masses. • Provide ongoing opportunities for training and formation, enabling young Catholic musicians to grow in their craft and serve as mission-driven leaders. • Complete reporting in accordance with music licence requirements.
<p>Event Support</p>	<ul style="list-style-type: none"> • Contribute to the delivery of an annual calendar of events for Youth, Young Adults, University Students, and Young Leaders, by: <ul style="list-style-type: none"> ○ Collaborating with the Event and Engagement Coordinator, other members of the Ministries to Young People team, and occasionally the wider Diocesan team. ○ Working with external suppliers and contractors, particularly in the areas of sound, lighting and AV. ○ Working with and supporting volunteers in event delivery. ○ Coordinating the set up and use of sound, lighting and AV equipment. ○ Assisting with the creation and maintenance of event documentation that is comprehensive, up-to-date, and useful for similar future events. ○ Assisting with the creation and implementation of comprehensive Health and Safety plans. ○ Providing input into event vision, theme, aesthetic and environment. ○ Assisting with the delivery of event promotions. • Use technology effectively for event registrations and logistics.
<p>Local Youth Ministry Support</p>	<ul style="list-style-type: none"> • Work with the Manager and the Local Youth Ministry Coordinator to support paid Local Youth Ministers and volunteer local youth leaders, including <ul style="list-style-type: none"> ○ Coordinating regional local youth leader Meet Ups (2-4 times per year). ○ Building supportive relationships with Local Youth Ministers and volunteer youth leaders, offering formation, resources, and pastoral support. ○ Providing regular 1-on-1 support to paid Local Youth Ministers and/or volunteer local youth leaders. ○ Contributing to the delivery of formation for Local Youth Ministers throughout the year.
<p>Diocesan Equipment</p>	<ul style="list-style-type: none"> • Ensure that Diocesan equipment is organised, maintained and account for. This includes:



	<ul style="list-style-type: none"> ○ Sound, lighting, and AV equipment ○ Decorations and environment resources ○ Promotional materials ○ Catechetical resources ○ Youth and/or young adults ministry materials ○ Activities and games ● Work with the Manager to purchase new equipment as needed. ● Coordinate equipment bookings for internal and external use, ensuring alignment with the mission of the Diocese and responsible handling by borrowers.
Volunteer Coordination	<ul style="list-style-type: none"> ● Collaborate with the Manager and the Event and Engagement Coordinator to coordinate volunteers for Ministries to Young People events and initiatives. ● Provide volunteers opportunities to receive ongoing training and growth opportunities in valuable skills (e.g. sound and lighting, hospitality, event coordination, etc.). ● Ensure that volunteers are police-vetted and trained in Diocesan safeguarding practices.
Measurement of Impact	<ul style="list-style-type: none"> ● Work with the Manager to design methods to effectively measure the impact of local ministry and music initiatives. ● Implement these methods to enable accurate reporting and ongoing improvement. ● Use impact measurement to strengthen ministry effectiveness across the Diocese.
Team Work	<ul style="list-style-type: none"> ● Actively participate in weekly Ministries to Young People team meetings and monthly Pastoral Services Team and/or Diocesan meetings. ● Actively participate in regular (at least monthly) meetings with the Manager, focused on wellbeing, workload and performance. ● Contribute to the wider Pastoral Services Group and diocesan initiatives as required.
Administration	<ul style="list-style-type: none"> ● Respond to communications (phone calls, emails, messages, etc.) in a timely manner. ● Create and/or maintain necessary documentation around meetings, projects, and portfolios. ● Take responsibility for any diocesan equipment or resources used, ensuring their care and return. ● Submit invoices and receipts through 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.



	<ul style="list-style-type: none"> • 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. • Report all injuries, incidents 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.
<p>Mission and Values</p>	<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.

Areas of Critical Delivery

The Project and Music Coordinator is expected to ensure that:

- Young people are provided with a range of experience that enables them to encounter Christ and grow in discipleship.

Relationships

External	Internal
Other Dioceses Ministry organisations and religious bodies in the Diocese Priests School Principals, DRSs, teachers NET team Young Leaders Youth University students Young Adults Catholics in the Diocese	Bishop Leader, Pastoral Services Group Manager, Ministries to Young People Ministries to Young People staff Liturgy and Ministry Coordinator Pastoral Services Group staff Other employees of the Diocese



Suppliers and Contactors Individuals seeking assistance or information about the Catholic Church	
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Person Specification

Preferred

Education and Qualifications

- A tertiary qualification (or currently studying towards one), or relevant experience, in in one of more of the following areas:
 - Music
 - Event production
 - Religious education, theology, or pastoral ministry

Skills and Experience

Music Ministry

- Experience leading music ministry in a youth and/or young adults ministry setting, preferably within a Catholic context.
- Experience leading liturgical music for Catholic masses and in other liturgical settings.
- Experience providing formation, mentoring, or training for musicians.

Ministry Experience

- Experience in a youth and/or young adults ministry leadership role, preferably within a Catholic context.
- Strong understanding of effective youth and young adult ministry in the context of a local faith community.

Event Production

- Experience supporting the delivery of both large-scale (>100 people) and small-scale (<100 people) events.
- Experience working as part of an event team with staff, volunteers and/or contractors.
- Experience coordinating the set up and use of sound, lighting and AV equipment.
- Familiarity with comprehensive event documentation, including Health & Safety plans, communications plans, and event programmes.
- Proficiency in using technology and software for event management and delivery.

Organisation

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



Communications

- Experience adhering to 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.

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.
- Familiarity with invoice and receipt filing software.
- Good knowledge of using and managing social media platforms, including Facebook and Instagram.

A clean (full) driver's licence.

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

- Photography and/or videography
- Graphic Design
- Event management
- Hospitality

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.
- Establish and sustain trusting relationships with colleagues and young people 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.



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.

Innovation

- Commitment to a standard of excellent in work outputs.
- Commitment to being on the leading-edge of Christian music and worship.
- Demonstrate an imaginative and solutions-focused mindset.
- 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.

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.