



Position Information Document

Position Title	Youth Minister
Supervisor	Assistant Principal Religious Identity and Mission, and ultimately to the Principal
Employment Status	Permanent
Classification	Resources Stream
Grade	ESO – Grade 2
Hours per Week	15 hours
Weeks per Year	41 weeks

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

The Youth Minister will be responsible for facilitating social justice activities/initiatives in the school setting and supporting Catholic Identity, service learning programs, Reflection Days, Retreats and Liturgical celebrations.

Working with the Assistant Principal Religious Identity and Mission, the Youth Minister, will also be responsible for supporting the student led Young Christian Student (YCS) social justice movement at the Marian Campus. The position will interact with students, parents/carers, and staff in a positive, supportive, respectful, and professional manner, with Catholic identity underpinning the actions undertaken in this role.

Key Working Relationships

- Principal
- APRIM
- Campus Leadership Team
- Mission Engagement Team
- College Staff
- Parish Priest and members of the parish community
- Students & Parents/Carers
- External partners/providers

KEY AREAS OF WORK

The Youth Minister will:

- Support the Young Christian Students (YCS) group on the Marian Campus, in consultation and based on the specific needs of the campus, students and community.
- Lead student engagement in the extra-curricular YCS activities and support the development and continued growth of a sustainable student led movement at the Marian campus.
- Promote student-agency and student led initiatives that enhance the Catholic identity of the College.
- Work in partnership with the Mission Engagement Team and other College staff to integrate initiatives and ideas with other College priorities.
- Promote and support service-learning opportunities for students to enhance their understanding and contribution to activities that support the broader community.
- Facilitate and support student formation activities that develop students' knowledge, understanding and application of the Cardijn methodology and Marist characteristics, such as after school sessions, YCS campaigns and camps, and social events.
- Provide support to Reflection Days, Retreats and Liturgical celebrations.
- Work with the Assistant Principal Religious Identity and Mission, to promote and enhance student agency on the Marian Campus, specifically engaging students with leadership potential, leadership roles and additional responsibilities.
- Work in partnership with Marist Youth Ministry, Marist schools (specifically Sacred Heart College in SA), continuing to build on and develop strategies that see young people being formed in the Marist and Cardijn charism (i.e., Connect Nights, Marist Youth Ministry initiatives).

- Support the partnership between the College and the local Catholic Parish.
- Promote and support Archdiocesan led youth activities and events within the College.
- Perform other duties as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- Active support for the Catholic ethos and the College Mission and Values and capacity to promote Catholic Identity within the school community.
- An ability to work collaboratively and cooperatively with other members of the College staff.
- The ability to be resourceful, flexible, and self-motivated to work independently and as part of a team.
- Demonstrated ability to adapt to a dynamic and busy work environment.
- The ability to maintain a high level of confidentiality in relation to staff, students and families at the College.
- Experience coordinating and facilitating youth programs, faith formation activities and events (desirable).
- High-level organisation and time management skills.
- Highly developed interpersonal and communication skills.

SPECIFIC REQUIREMENTS

Acquire and maintain:

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Approved Mandatory Notification training.
- Applicable First Aid Certificate relevant to the role requirements.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.