



POSITION DESCRIPTION

POSITION TITLE	State School Religious Instruction Coordinator
REPORTS TO:	Director, Diocesan Outreach & Mission Services
REPORTING TO THIS POSITION:	Assistant Coordinator, Volunteers
DEPARTMENT:	Diocesan Outreach & Mission Services
CLASSIFICATION:	Miscellaneous Award Agreed Level 4

APPROVED BY:

Name: Andrea Fogarty	Approval Date: 21.10.2024
Position: Chief Operating Officer	

1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns (“RCTC”) is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC’s purpose is to carry out the mission and objects of the Catholic Diocese of Cairns (“Diocese”).

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through his delegates.

2. DEPARTMENT

The position of State School Religious Instructor (SSRI) Coordinator is situated in the department of Diocesan Outreach & Missions Services (DOMS). DOMS oversee the following services:

- Faith Formation and Engagement
- Catholic Youth Ministry;
- State School Religious Instruction;
- Pastoral Support Services;
- Parish Pastoral Ministry to the Aged Services.

3. MAIN PURPOSE OF THIS ROLE

The purpose of the position is to lead the coordination of the delivery of Religious Instruction classes to students in Education Queensland State Schools across the Diocese. This involves the coordination of the approved program and volunteer Religious Instructors and the teaching of Religious Instruction. The SSRI Coordinator will liaise closely with the other Deanery Coordinators. Activities undertaken are in response to policy direction from the Bishop, and his agents, in alignment with the strategic directions set by the Director, Diocesan Outreach & Missions Services.

4. POSITION REQUIREMENTS

1. Educator qualifications, experience or willingness to undertake appropriate training.
2. Ability to train, coordinate and lead a team of volunteers.
3. Demonstrated commitment to Catholic beliefs, culture, and ethos grounded in the Catholic faith and practice.
4. Commitment to the evangelising mission of the church.
5. Experience in teaching Religious Education/Instruction.
6. Computer literacy across a variety of platforms.
7. Ability to relate well to students, schools, religious Instructors, priests and colleagues.
8. Ability to work autonomously and have well-developed written communication, organisational and time management skills.
9. A strong team player with a collaborative, consultative and proactive approach to problem-solving.
10. Ability to travel throughout the Diocese.
11. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.
12. A valid Positive Notice Blue Card – No Card, No Start laws apply.
13. Current open Driver's Licence and ability to drive.
14. Suitable Police Certificate.
15. Ability to travel and work outside of ordinary hours where necessary.

5. CORE COMPETENCIES & INTERPERSONAL SKILLS

In addition to specific knowledge and skills required for the position, the position will demonstrate the following personal and interpersonal skills in the course of their duties:

- An ability to communicate and engage effectively with diverse stakeholders.
- Excellent organisational skills with the ability to prioritise effectively to meet deadlines.
- Attention to detail and commitment to accuracy.
- A capacity and willingness to acquire new skills.
- A desire to participate in agreed training programs.
- A friendly and flexible approach to team activities.

6. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

Safeguarding Standards

- The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or adults-at-risk. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or adults-at-risk.

Workplace Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.
- Ensure timely and accurate reporting of all incidents and hazards.

- Attend WHS training as directed.

Public Relations

- Promote a positive image of the Church at all times through professional standards of personal presentation and courteous respectful behaviour.

7. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

The primary duties and responsibilities of the State Schools Religious Instructor Coordinator are as follows:

Strategic and Operational Management

- Coordinate the recruitment and training of Religious Instructors.
- Establish and maintain positive relationships with state schools where Religious Instruction is conducted, ensuring compliance with Education Queensland regulations.
- Liaise with Diocesan Divisions, priests, parishes and other diocesan divisions as required.

Service Delivery and Resource Management Support

- Coordinate Religious Instruction resources.
- Ensure appropriate registration and compliance obligations of volunteers.
- Provide, supervise and deliver the approved Catholic Diocesan Religious Instruction program to students in state schools.
- Support of Religious Instructors in their role and their well-being.
- Ensure positive relationships with students, school management staff, religious instructors, priests and colleagues.
- Undertake other projects as directed.

Evaluation and Continuous Improvement

- Ensure a commitment to ongoing professional development of Religious Instructors.
- Maintain records and compile statistics as directed in a format suitable for preparing reports.
- Identify and provide regular feedback to the line manager on relevant issues, trends, gaps, and performance within the organisation.
- Participate and prepare for supervision and annual appraisal meetings.
- Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.

Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

8. KEY RELATIONSHIPS

External

Principals and staff of Education Queensland Schools.
Government Departments.

Internal

All internal operations, including parishes, agencies and other local catholic activities.
Religious Instructors (Volunteers).
Other state and national Catholic organisations.

9. KEY PERFORMANCE INDICATORS

- Effective coordination and support of Religious Instructors.
- Supervision and successful delivery of the Diocesan authorised Religious Instruction program to students in State schools.
- Collaborative working relationship with Diocesan Outreach & Mission Services.
- Work plan objectives attached to the position are met.
- Positive feedback is received on the quality of your work.
- Maintain the highest standards of confidentiality and ethical behaviour.
- Adherence to diocesan policies and procedures specific and relevant to the role.
- Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

10. DECISION MAKING / AUTHORITY LEVEL

Authority to approve expenditure outside of approved budget without further approval: \$Nil

This position also has the authority to:

- To cease any work being undertaken on unsafe grounds (if a life threatening or serious situation exists).

This position also has:

- Access to sensitive information as approved

11. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- Physical requirements of the position:
 - Work generally performed in an office setting
 - Work is performed across Diocesan sites and facilities
 - Manoeuvring within an office setting
 - Frequent use of telecommunication and electronic equipment
 - Use of a motor vehicle for travel

12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date