

Project Coordinator (Australian Catholic Youth Festival) Archdiocesan Office for Youth

An exciting opportunity for a Project Coordinator to coordinate the Melbourne Archdiocesan Office for Youth's pilgrimage to Australian Catholic Youth Festival (ACYF) in Perth 2019. The Project Coordinator will coordinate a safe, spiritual and well organised pilgrimage for 2,500 young Melbournians. Key elements of this project will include facilitating travel logistics, training of pilgrimage leaders, formation programs for pilgrims and specific Archdiocesan ACYF events.

This employee paid position is being offered through the Archdiocesan Office for Youth at 38 hours per week over a 14-month term and will be based at East Melbourne.

Other Relevant Requirements

Working With Children Check

Police Check (new check required)

Additional Information:

Applications are to be sent to recruitment@cam.org.au by 2 January 2019. Please submit a cover letter along with a current resume.

For further information, contact the Archdiocesan Office for Youth at aoy@cam.org.au / 9287 5565.

See full position description for role details.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults

Position Description



Position description

Position:	<i>Project Coordinator (Australian Catholic Youth Festival)</i>
Reporting to:	Director, Archdiocesan Office for Youth (AOY)
Hours:	Full-time 14-month contract position
Location:	Cardinal Knox Centre, 383 Albert St, East Melbourne
Updated:	October 2018

Purpose of the position

The key purpose of the role of Project Coordinator (Australian Catholic Youth Festival) is to coordinate the Melbourne Archdiocesan Office for Youth's pilgrimage to Australian Catholic Youth Festival (ACYF) in Perth 2019. The Project Coordinator will coordinate a safe, spiritual and well organised pilgrimage for 2,500 young Melbournians. Key elements of this project will include facilitating travel logistics, training of pilgrimage leaders, formation programs for pilgrims and specific Archdiocesan ACYF events.

Responsibilities & duties

Responsibility 1: Facilitate the planning and delivery of pilgrimage logistics.

- Scope and write project strategy and develop timeline for delivery of all stages of the project
- Liaise with ACYF organisers, CAM employees, parish leaders / volunteers, travel providers, contractors and other stakeholders to actively identify, analyse, document and communicate the needs, issues, operational requirements and impacts of the pilgrimage
- Develop and manage project budget
- Develop contingency and risk management plans

Responsibility 2: Employ a range of strategies to engage parishes and young people in Melbourne with the ACYF.

- Manage the communication and promotion strategy for the pilgrimage
- Coordinate regional network engagement encouraging a pilgrim focused service, responsive to need
- Develop and distribute tools and resources to assist regional and parish engagement in ACYF
- Coordinate the planning and delivery of specific Archdiocesan ACYF events such as Commissioning Masses, a Melbourne ACYF exhibition space and an event for Melbourne pilgrims in Perth

Responsibility 3: Employ a range of strategies to support the formation of pilgrims and the training of pilgrimage leaders.

- Develop and implement processes for selecting and vetting pilgrimage leaders
- Develop and implement a leadership training program for all pilgrimage group leaders
- Develop and distribute a range of formation resources for pilgrims

Responsibility 4: Other duties as required by the AOY Director including support for AOY projects and events.

Key relationships

<i>With</i>	<i>Purpose</i>
AOY Director	Conceptualising, setting direction and tone of strategies
AOY Assistant Director	Setting direction for work, following up ideas and issues, reviewing and approving of set tasks
AOY team	Collaboration with colleagues to deliver ACYF project and meet project objectives
CAM staff	Collaboration, communication, representation, relationship building, collaboration to deliver various project elements
Parish, school, youth ministry and community leaders	Building rapport, promoting ACYF, providing resources to encourage participation in ACYF
Travel providers, contractors	Liaise with to deliver logistics of pilgrimage