



Position Description

Faith and Mission Facilitator

Purpose of position	The Faith and Mission Facilitator provides support to the Deputy Principal, Catholic Identity and Mission, Chaplain and Religious Education areas of the College.
Staff Team	Catholic Identity and Mission
Reporting to	Deputy Principal, Catholic Identity and Mission
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
Classification	Education Support Officer Category B, Level 2 <ul style="list-style-type: none"> Salary range \$56,019 to \$71,742 pro rata
Salary and benefits	<ul style="list-style-type: none"> Salary as per Catholic Education Multi Enterprise Agreement 2022
Commencement date	January 2025
Employment conditions	<ul style="list-style-type: none"> Part-time .4FTE and fixed term Working hours are 8.30am to 4.36pm (30minute lunch) <p>The successful applicant will:</p> <ul style="list-style-type: none"> be subject to a satisfactory National Police Record Check and Employee Working with Children Check provide acceptable evidence of being fully vaccinated (boosted) with a COVID-19 vaccine or a valid medical exemption in accordance with the <i>Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022</i> and the MACS COVID-19

	<p>Mandatory Vaccination Policy, as in force at the relevant time</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant experience arranging music, writing versions of songs, etc</p> <p>Relevant administration experience.</p> <p>Experience in the education sector or communications would be an advantage, but is not essential.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>

Key duties and responsibilities

- Actively embrace the school's vision and mission as a Catholic school and use this as a basis for all discussion and decision-making in relation to Music Ministry.
- Is active as an individual and as a team member, to work towards the success of the school's Youth Music Ministry.
- Be involved in the liturgical life of the College through music and by supporting the Faith and Mission team.
- Form a liturgical choir and band in Secondary school and organise regular practice sessions on a Wednesday. – just Secondary or 3-12 choir and secondary band?
- Accompany liturgical performances on piano or guitar as appropriate.
- Leads performances at Wednesday Mass and all other significant Liturgical calendar events.
- Assists with organisation and set up of events and equipment as appropriate, in liaison with College IT and ESS Music Technician.
- Organise Plenary sessions for students to worship and enjoy through music. E.g., lunch time plenary in Wurun Common/outside Auditorium/Chapel.
- Empower, support and grow the talents of our Marymede student's musical potential.
- Involve music scholarships students in both choir and band.
- Assist in the growth of student's faith and growth through liturgical music.
- Coordinate with Deputy Principal, Catholic Identity and Mission to ensure attendance is taken at rehearsals, and as necessary logged on SIMON. E.g., when missing class for rehearsal, Pastoral Group before masses, etc.
- Work with Music/Faith student leaders to plan and perform Youth Music Ministry events.

- Enrich the life of the College through music.
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to work independently and as part of a team
- Proven experience with arranging music, write versions of songs, etc and an understanding of a variety of musical instruments
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through a collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards of communication
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description
updated:**

November 2024

