



PYNSW Network Co-ordinator

POSITION DESCRIPTION

Presbyterian Youth's vision statement is: "Through God's strength, PY aims to equip the Church to disciple all youth for Christ."

One key element of our approach for equipping local churches is to connect youth leaders together for prayer, encouragement, fellowship and training. We hope this approach will support the local church, helping them establish and re-establish their youth ministries.

The Network Co-ordinator attends all PYNSW events that are related to its youth ministry and ensure the interest and intent of PYNSW is carried out.

An average day in the role might involve calling (paid and volunteer) youth leaders to gauge their interest in upcoming events, planning the logistics for events, including approaching guest speakers and liaising with different churches, planning camp logistics in collaboration with volunteer camp leaders.

Some travel around Sydney, and in regional centres may be involved in the role, with travel costs reimbursed.

Accountable to:

General Manager - Presbyterian Youth NSW

Location:

PYNSW Office, Surry Hills (remote work by negotiation)

Responsibilities:

- Communicate effectively with churches, youth groups, leaders and campers of PY Camps and Presbytery Youth Reps (PYRs) to explore local youth ministry needs.
- Co-ordinate and plan ministry development events (PY: Encourage, PY: Encourage Express and the like), working with the presenters and volunteer leadership to ensure these events are run effectively and smoothly so that Jesus

Christ may be glorified and Youth Leaders may be developed in their ministry skills.

- Work with the PY Summer Camp core leadership team on some administrative tasks, and promoting camp as appropriate in conversations with churches.
- Work collaboratively with other PYNSW staff and volunteers to achieve the best outcome for PYNSW.

Extended Outcomes:

- Effective communication and positive relationships with Churches and Youth Groups will increase the number of Churches that engage with the resources offered by PYNSW.
- Continue to improve the policies and procedures of PYNSW by engaging with stakeholders and consulting with other related organisations.
- Establish and re-invigorate PYNSW Youth Groups so they have capacity to reach more youth across NSW.

Essential Criteria:

- Be a (minimum of a) communicant member of the Presbyterian Church in NSW.
- Have excellent interpersonal and communication skills.
- Have competence to work independently and as part of a team.
- Have moderate to high computer skills in basic Office programs.
- Have current and valid work rights in Australia.
- Hold (or be willing to obtain) a valid Working With Children Check.
- Have completed the PCNSW “Breaking the Silence” safe ministry training

Desirable Criteria:

- Have already undertaken theological training, or be willing to undertake training.
- Have experience leading in a youth group.
- Experience with marketing and promotion, particularly with phone calls, emails and social media.
- Experience with event planning and organisation.
- Experience supervising staff and volunteers.

Volume of Work:

2 days per week, willingness to be flexible with days and availability on weekends, particularly for PY Training Events.