



Position Description



AFL Trainee – Justice and Youth Ministry

Reports To	Head of Faith and Mission
Position Classification	Traineeship
Salary Level	In accordance with the AFL SportsReady Trainee Collective Agreement (and any amendment)
Tenure and FTE	Fixed Term Full Time
Conditions	Employment is in accordance with terms and conditions as outlined in the AFL SportsReady Trainee Collective Agreement (and any amendment)

Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

Position Summary

The AFL Trainee – Youth and Justice Ministry will support the Faith and Mission Team in promoting faith, justice, and community across the College. The trainee will work under the guidance of the Head of Faith and Mission and will support the faith life, social justice initiatives, and community engagement of the College.



This traineeship is designed to develop practical skills in justice and youth ministry as well as event coordination, and student engagement while completing a nationally recognised qualification. The successful applicant will help inspire students to live out the Gospel values through active participation in youth ministry, social justice programs, and service-learning opportunities. They will assist in planning liturgical celebrations, retreats, reflection days, and outreach activities, while empowering students to take leadership in these areas.

The role is ideal for a school leaver or aspiring educator with a passion for justice, youth ministry, and working with young people. Through this traineeship, the participant will gain valuable industry experience, leadership skills, and insight into careers in education, justice and youth ministry.

As part of this traineeship the participant will be required to complete a Certificate III in Business Administration (fully funded).

Key Accountabilities

The AFL Trainee – Justice and Youth Ministry will take responsibility for the following areas:

- Faith and Liturgy Support
- Youth and Justice Engagement
- Community and Student Leadership
- Professional and Personal Growth

Faith and Liturgy Support

- Assist with the preparation and organisation of liturgical celebrations, prayer services, and reflection days.
- Help maintain the Chapel and prepare materials for liturgies and prayer gatherings.
- Support staff and student leaders in encouraging participation in the College's faith life.

Youth and Justice Engagement

- Assist in coordinating student involvement in justice, service, and outreach activities.
- Support awareness campaigns and events such as Project Compassion, Reconciliation Week, and the Winter Sleepout.
- Encourage student participation in social justice initiatives that reflect Catholic Social Teaching and the College's values.
- Assist with communication and promotion of justice and ministry programs.

Community and Student Leadership

- Work alongside student leaders to support justice and ministry programs.
- Participate in planning and supporting retreats, reflection days, and immersion experiences.
- Assist with wellbeing and community-building activities that foster inclusion and respect.

Professional and Personal Growth

- Actively participate in training, mentoring, and formation opportunities as part of the AFL Traineeship program.
- Demonstrate a commitment to developing leadership, communication, and teamwork skills.
- Model the College's values of compassion, justice, hope, and love in daily interactions.



General Responsibilities

- Assist the Faith and Mission Team and other staff as required.
- Contribute positively to the life and mission of the College community.
- Undertake other duties as directed by the Head of Faith and Mission or Principal.

Selection Criteria

- Demonstrates a strong interest in justice and youth ministry.
- Actively participates in the life of the church.
- Ability to inspire and engage young people in faith formation, social justice, and community service activities.
- Enjoys engaging with students in a supportive and positive manner.
- Displays patience, enthusiasm, and a genuine interest in student wellbeing and development.
- Works effectively as part of a team, taking direction from teachers, and staff.
- Communicates clearly and respectfully with students, staff, and parents.
- Demonstrates a proactive attitude and willingness to take on new challenges.
- Reliable, punctual, and able to follow through on tasks and responsibilities.
- Able to prioritise tasks, manage time effectively, and assist with event coordination.
- Maintains a tidy and organised approach to equipment and facilities management.
- Displays respect, integrity, and a commitment to contributing positively to the College community.
- Willing to support the Catholic ethos and values of the College and its mission in education.
- Open to developing new skills and knowledge through on-the-job experience and formal training.
- Actively engages with AFL Victoria traineeship requirements and professional development opportunities.

Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

Team Membership

- Faith and Mission
- Religious Education



Other Requirements

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
OCTOBER 2025

