

Duty Statement

CHAPLAINCY/WELLBEING INTERN

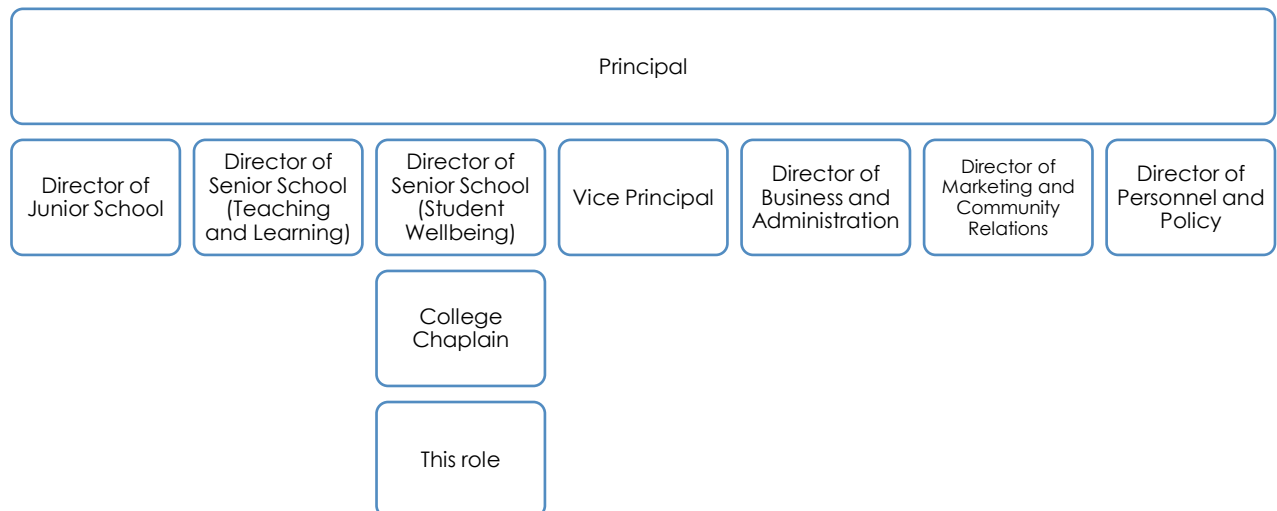
(0.3/0.4 FTE: 12-15 hours / week in term time)

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Chaplaincy/Wellbeing Intern is directly responsible to the College Chaplain for providing support in the chaplaincy and wellbeing areas, including program support and administration. The intern will also receive (informal) training and support to grow in their skills and knowledge.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Chaplaincy/Wellbeing Intern will assist the Chaplain and other nominated wellbeing staff to provide administrative and general assistance to various activities in the Chaplaincy and Wellbeing areas.

Administration

- Create PowerPoint presentations to use in Chapel services.
- Contribute and organise content for the Courier and social media.
- Create promotional materials as appropriate (e.g. posters).
- Assisting with resource creation for Year 12 retreat.
- Provide other administrative support when appropriate.

Operational Support

1. Support Chaplaincy and Wellbeing activities when required (including cocurricular by arrangement). This could include:
 - a) Attending/Assisting at chapel and whole school services.
 - b) Supporting a co-curricular group for students of Christian faith.
 - c) Visiting Junior School classes with the Chaplain.
 - d) Writing prayers/other content and sourcing resources for chapel services.
 - e) Attending and contributing to Wellbeing Council meetings and offering support to organised activities.
 - f) Occasional work alongside the College Therapy dog/s.
 - g) Visiting The Studio School with the chaplain and engaging with programs there.
 - h) Supporting Service learning activities.
2. By negotiation, attend occasional excursions/incursions to engage with students.
3. Develop projects (in consultation with the Chaplain) which reflect the intern's skills, interests and creativity.
4. Connect with the All Saints Parish youth leaders and, with the Chaplain, explore possible connections between College and parish.
5. Engage in professional learning/development as directed by the Chaplain/Director of Student Wellbeing.

All Saints' Parish Youth Work (possible role extension)

Alongside the work at the College, there is also the opportunity to extend this role by working in the All Saints' Parish to support their work with young people.

This part of the role would be negotiated with, and line managed by, the Parish priest, Father Bruce Hyde, and could add up to 10 hours a week. For more information, please indicate your interest when you apply and we will pass on your contact details to the parish.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff and/or students.

- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Occupational Safety and Health requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

February 2023