



CCD Regional Coordinator **Part-time (22.8 hours per week) | The Entrance**

About Us

The Diocese of Broken Bay serves the communities of North Shore, Northern Beaches, and the Central Coast regions. Through our parishes, ministries and agencies, we are committed to sharing the Gospel and supporting people to grow in faith, hope and love.

Confraternity of Christian Doctrine (**CCD**) Broken Bay brings together key ministries that support parishes in this mission. Our CCD team is a collaborative and supportive group, working closely together to resource, form and accompany those involved in Special Religious Education (**SRE**) across the Diocese. Our coordinators support a dedicated network of volunteers who reach thousands of students each week, ensuring they have a meaningful and positive experience of faith in their local public schools.

About The Role

We are seeking a committed CCD Regional Coordinator to support the parish-based ministry of SRE across the Central Coast Deanery. Reporting to the Head of CCD, you will join a dynamic and collegial team.

This is a hands-on role where no two days are the same. On any given day, you might find yourself facilitating a training workshop for new catechists, visiting a local school to support a volunteer, or collaborating with the wider team at on new curriculum resources.

Key Responsibilities:

- Support and strengthen parish-based SRE ministry across the region
- Provide formation and training for volunteer catechists and Parish Catechist Coordinators
- Develop and deliver engaging, age-appropriate SRE curriculum and resources
- Build strong relationships with parishes to support the effective coordination and delivery of SRE in local public schools
- Collaborate across the CCD team on shared projects and initiatives

About You

You are a relational leader who enjoys building capability in others. You will bring:

- A commitment to the mission, values, and teachings of the Catholic Church.

- Experience in teaching, adult formation, or parish-based ministry.
- The ability to engage, support, and lead volunteers effectively.
- Strong interpersonal skills with a collaborative, "people-first" approach.
- Well-developed organisational skills to manage competing priorities.

A background in teaching and/or theology, or substantial experience in SRE and training, will be highly regarded.

Safeguarding Commitment

The Diocese of Broken Bay is committed to the care, wellbeing and protection of children, young people and vulnerable persons. All employees are expected to uphold our safeguarding standards and contribute to a culture of safety, respect and accountability.

Location & Flexibility

Based at The Entrance CCD Office, the role involves frequent travel throughout the Central Coast Deanery. You will also spend time at the Chancery Office in Pennant Hills for meetings and collaborative work.

The Diocese offers flexible working arrangements to support a balanced and sustainable approach to work, in line with the requirements of the role.

Requirements

- NSW Working with Children Check (**WWCC**)
- Current driver's licence

Applications

To apply, please submit your application including a current resume and a cover letter outlining your suitability for the role.

Applications should be sent to: recruitment@bbcatholic.org.au

Applications close: Monday, 1 June 2026