



POSITION DESCRIPTION

Position Title:	Youth and Education Development Manager
Location:	Box Hill
Reporting to:	General Manager – Service Development
Direct Reports:	Mission and Social Justice Coordinator – Primary Schools Mission and Social Justice Coordinator – Secondary Schools Mission and Social Justice Coordinator – Youth Retreats (part time) Youth Engagement Coordinator Education Program Coordinators (6 (currently) – part time)

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

Youth and Education Development Manager: JAN2018.



The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

PURPOSE OF ROLE

As Manager of Youth and Education Development, this position is responsible for the identification and implementation innovative and new opportunities for the Society to engage with Younger people and increase our Youth Membership. The Manager will further the mission, vision and values of the organisation leading and managing the existing youth and education program stream, and ensure effective engagement, quality services and supports to members and young people engaged with the Society so that they can be effective in their responses to the most disadvantaged in our communities.

The Manager will lead and develop the Youth and Education Team to best support members and volunteers to be effective in their responses to the most disadvantaged in our communities.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Contribute to the organisational culture	<ul style="list-style-type: none"> • Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society’s values are incorporated into all aspects of the performance of the role • Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace • Positively contribute to and influence organisational culture • Actively participate in activities that develop your personal and professional skills, knowledge and experience • Regularly attend and actively participate in all team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Lead, manage and motivate team to achieve their objectives	<ul style="list-style-type: none"> • In conjunction with HR; recruit, develop and retain a highly skilled and motivated team • Build a cohesive and engaged team and foster a culture with our mission at its centre • Develop clear KPIs for all team members, that enable them to seek opportunities for professional growth and actively implement the Society’s performance management processes • Ensure opportunities are provided for team members to “step up” to short or longer term roles with new responsibilities and experiences • Communicate effectively with your team through regular team and individual meetings • Lead the team in the practice of continuous improvement
Safety	<ul style="list-style-type: none"> • Engage with your staff and volunteers to identify and work through the resolution of hazards and incidents • Investigate safety incidents and close off related actions in the required timeframes; engage HR for support where required • Conduct workplace inspections quarterly of all buildings under your management and close actions in the required timeframes



	<ul style="list-style-type: none"> • Ensure your teams understand and are accountable for risk management with their work • Responsibility for safety of Child Related Activities
Planning, Compliance and Budgets	<ul style="list-style-type: none"> • Implement new initiatives in line with strategic plans for the Society, the Department and the team • Develop your team and individual work plans to ensure that all resources; be they human, material or financial, are managed effectively and with efficiency to achieve strategic objectives • Ensure that all activity is ethical and compliant with legislation, regulation and organisational policies and procedures • Manage and monitor annual budgets, facilitate local participation in budget preparation (where relevant) and ensure that budgets are completed and lodged within designated timeframes and within relevant delegation of authority. Promptly report anomalies to the General Manager. • Monitor and report on budget as required, take action to address negative budget variances and ensure expenditure is within budget. • With support from the General Manager, prepare business cases for approval by CEO for all out of budget expenditure
Spiritual formation	<ul style="list-style-type: none"> • Lead and participate in initiatives that support the spiritual formation of young people engaged with the organisation, including oversight of key events and activities • Embed the mission and values of the Society into activities, so that the formation of the whole person is considered
Stakeholder relationships and supports	<ul style="list-style-type: none"> • Drive innovation in the development and implementation of new initiatives to promote youth and education, including providing guidance and expertise to membership in the development of relevant business cases. • Foster relationships amongst members, schools, universities and local communities to promote, integrate and expand existing youth and education programs. • Collaborate across the organisation to ensure that young people have a strong profile and voice within the context of social justice and advocacy. • Facilitate collaborative partnerships with internal and external stakeholders with the outcome of improving responses for young people engaged with the Society, through Mini Vinnies, College Conferences, Young Vincentians, education and more broadly within the community.
Systems development and project management	<ul style="list-style-type: none"> • Create structures and processes that enable all youth and education activities and programs to be conducted in a safe environment, in accordance with policies & procedures. • Lead the identification of systems gaps and develop responses including policy and procedures that reflect community standards, legal compliance and organisational policy. • Ensure the identification, development, implementation and evaluation of appropriate education and training of young people engaged with the organisation. • Develop and implement planning and project management processes to ensure the effective coordination and integration of programs and resources.



POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
General Manager, Service Development	Internal	Direct reporting, accountability, supervision
Departmental Management Group	Internal	Peer support, collaboration, communication, capacity building
Departmental Staff	Internal	Collaboration, communication, capacity building
All Staff	Internal	Collaboration, communication, capacity building
Youth and Education Program Stream Staff	Internal	Leadership, management, capacity building
Members, State Youth Team	Internal	Collaboration, communication, support, capacity building
SVDP State and Territory Peers	Internal	Peer support, collaboration, communication, capacity building
Education Departments, Schools, parishes, universities and other groups	External	Peer support, collaboration, communication, capacity building

DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

KEY REQUIREMENTS

Qualifications (required)

- Tertiary qualification (Bachelors or higher) in a relevant discipline including social sciences, education, social work, youth work, community development.

Skills

- Ability to articulate a vision about youth and educational development within the Vincentian tradition.
- Able to promote the ethos of the St Vincent de Paul Society to young people to deepen their commitment to social justice and assisting others.



- Skills and energy to build a team, coach, and lead effective staff development.
- Skills in developing and managing budgets
- Excellent project management skills.
- Excellent written and verbal communication skills, including strategic communication to key stakeholders.

Knowledge / Experience

- At least 3–5 years leadership and management experience in youth development, education development and/or community/welfare services.
- Detailed experience in developing and implementing innovation and change
- Experience in developing and extending team members to ensure continued professional development.
- Excellent relationship development and management skills and experience in fostering a team approach to youth and educational development, including creating collaboration among partner organisations.
- Knowledge of Catholic Social Teaching and its relevance and application in our works.
- Experience and competencies in working with disadvantaged, isolated communities, and multicultural educational settings.
- Experience and/or understanding of youth development and educational programs in the not for profit sector.
- Experience in promoting inclusion, strengths based approaches and positive culture.

Attributes

- An empathy and understanding of the mission, vision and values of the St Vincent de Paul Society.
- Highly positive and enthusiastic, capable of motivating others.
- Open to new work practices and responsive to change.

Employment Status: Part Time 32 hours/week with possible future Full time
Fixed term – 3 years

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.