



Youth and Schools Officer

Position Description

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Position Title	Youth and Schools Officer
Responsible Council	Parramatta Central Council
Reports To	Social Justice and Community Engagement Manager
Base Location	Wentworthville
Primary position objective	The Position is responsible for supporting the social justice agenda for Parramatta Central Council by engaging with and supporting young people with a focus on primary and high school partners.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Parramatta Central Council (PCC)

The Parramatta Central Council of the St Vincent de Paul Society NSW (PCC) covers a large area from Parramatta to Blackheath, Warragamba to Richmond taking in a number of Local Government areas. With as many as 100 cultures represented in the area, the demand for assistance is growing and diverse in nature. PCC is divided into 5 Regional Councils: 47 Conferences; 480 Conference members; 22 Vinnies Stores, 4 Special Works (including pathways to education, social work, advocacy and other programs) and over 1600volunteers.

Youth and Schools Function

The PCC addresses social injustice through a wide range of initiatives and activities. We engage with young people as drivers of change, and seek to strongly link our social justice agenda with both youth engagement and fundraising. This includes promoting our work to resonate with a cross section of the community and creating the widest range of opportunities for support, volunteering, and membership of the Society. Building a broad support base, engaged in our mission of addressing the systemic drivers of disadvantage, will also strengthen our capacity to generate awareness and donations supporting our business to grow in line with the rapidly increasing need in Western Sydney.

Duties and Responsibilities

The Youth and Schools Officer is responsible for:

Social Justice Activities

- Support the social justice agenda for PCC including utilisation of such resources as the Society's Social Justice Statement to engage and inform school partners, university partners and the wider public
- Conduct presentations as required from time to time
- To support the Society's Social Justice and Youth agendas including attending State meetings from time to time as required
- To assist in the delivery one off youth, social justice and fundraising events such as Community Sleepout, Winter and Christmas Appeals.

Supporting Partnerships

- Build and manage school partnerships through presentations, events, fundraising, and social justice resources as directed by the Social Justice and Community Engagement Manager
- Actively develop relationships to increase the number of schools, both primary and secondary, in which we have a social justice presence including Mini Vinnies, Social Justice Groups, events and donations activities
- Support and build partnerships with other youth and social justice organisations across Western Sydney including through interagencies, events, and expos

Supervision and Management of Volunteers

- Promote, recruit, select and train suitable volunteers into roles as required
- Effectively manage volunteer workforces as required for ad-hoc and regular social justice and fundraising activities
- Manage and support volunteers in accordance with best practice in volunteer management
- Implement the Society's Code of Conduct with all volunteers
- Implement and manage WHS and risk management procedures as required
- Ensure best practice in child protection including in relation to younger volunteers under 18 years of age

Essential Criteria

- Tertiary qualifications or equivalent experience in relevant field including social policy, youth work, community development or education
- Experience working with young people, particularly in a school setting
- Training or public speaking experience
- Knowledge of the community sector, social policy, and social justice issues in Australia such as homelessness
- Excellent written and verbal communication, and interpersonal skills
- Capacity to work independently and within a team
- Computer proficiency including Microsoft Office Suite and databases
- Capacity to adhere to the ethos and mission of the Society
- Adhere to all Society WHS policies and procedures and meet WHS legal obligations
- Current NSW Drivers' Licence
- Capacity to work intermittently out of hours, including weekends and evening events

Desirable Criteria

- Experience in community relations, events or fundraising
- Experience managing volunteers

The St Vincent de Paul Society is an Equal Employment Opportunity Employer