



Social Justice and Community Engagement Manager

Position Description

Telephone: (02) 9560 8666
Facsimile: (02) 9550 9383

Position Title	Social Justice and Community Engagement Manager	Email: vinnies@vinnies.org.au Website: www.vinnies.org.au Donation Hotline: 13 18 12
Responsible Council	Parramatta Diocesan Central Council	
Reports To	Executive Officer	
Base Location	Wentworthville	
Primary position objective	The Social Justice and Community Engagement Manager is responsible for managing the social justice function, advocacy and events, high level partnerships such as the Catholic Education Office Parramatta and Western Sydney University, local government and community networks, corporate partners, engagement and event strategies, volunteer and member strategies, communications strategies, and the corporate volunteering program.	

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 employees. 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.

Social Justice and Community Engagement function

The PCC seeks to strongly link the social justice agenda with community 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 possible membership. Building a broad support base, engaged in our mission of tackling social injustice, will also strengthen our capacity to generate funds supporting our business and grow in line with the rapidly increasing needs in Western Sydney.

Duties and Responsibilities

The Social Justice and Community Engagement Manager is responsible for:

- Social Justice
 - Work with the EO to inform and drive the PDCC Social Justice agenda including planning and overseeing social justice events
 - Work with EO and State Office Social Justice and Youth teams and issues to instigate and support advocacy initiatives and actions within PDCC
 - Support the work of the PDCC Youth Representative and Social Justice Representative
 - Attend social justice events and meetings as required including out of hours from time to time
 - Work with the EO to strategically lead and oversee both Youth and small special works within PDCC including Vinnies Van and Loaves and Fishes and provide recommendations about the funding, impact and future planning for these programs as required.
- Community Engagement
 - Develop and implement a communications strategy and resources regarding the work of PDCC and the target social justice issues
 - Develop and implement a community engagement strategy including community meetings, events and activities such as community and school sleepouts
 - Oversee and support one off events as required by the EO such as social justice and fundraising events from time to time
 - Deliver presentations at events and meetings from time to time
 - Build and maintain community networks and relationships
 - Work with the EO to engage Corporate partners in corporate volunteering opportunities and increase our number of corporate volunteer partners
- Partnerships
 - Work with the EO to establish and manage high level partnerships with the Catholic Education Office Parramatta
 - Work with the EO and other staff such as the Retail Operations Manager to establish and manage a multi touch point partnership with Western Sydney University including the establishment of a co-curricular presence for students to join a Vinnies group on campus
 - Work with the EO to develop Schools partnerships with our retail stores
 - Work with the EO develop and maintain partnerships with corporates, local councils, elected representatives and other key partners
- Supervision and Management
 - Manage and support staff and volunteers including:
 - Provide leadership, supervision and support to the Social Justice and Youth Programs Coordinator and the small special works for which s/he is responsible
 - Ensure all special works and other volunteers are supported by staff according to good volunteer management practices and Society policies and procedures
 - Ensure that members are provided support to engage in social justice activities

- Build the capability of team members in the office (both employed and volunteers from time to time) through the provision of formal training, mentoring, the Stronger Together appraisal system and other support mechanisms
- Support overall recruitment of both members and volunteers
- Ensure that all social justice activities, including small special works, comply with WHS legislative and Society requirements and that staff and volunteers

Essential Criteria

- Relevant tertiary qualifications including politics, social policy, social work, community development or education
- Demonstrated knowledge of the community sector, social policy and social justice issues in Australia
- Proven management, project management and stakeholder skills
- Outstanding written and verbal communication skills
- Proven ability to meet tight timeframes and work on multiple projects concurrently
- Experience in effectively leading, managing and developing staff and volunteers
- Computer proficiency including Microsoft Office Suite and data bases
- Willingness to adhere to the ethos and mission of the Society
- Understanding of Workplace Health and Safety requirements
- Current NSW Drivers' Licence
- Capacity to undertake work out of hours on a regular basis

Desirable Skills

- Experience working with a membership or volunteer organisation
- Experience in community relations, events or fundraising
- Presentation or public speaking experience

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