



Policy Manager

Position Description

Position Title	Policy Manager
Responsible Council	State Council
Reports To	Executive Director, Executive Secretariat
Base Location	State Support Office, 2C West Street Lewisham
Primary Position Objective	<p>Set the strategic direction for and lead the implementation of the organisational policy framework to support the ethos, mission and vision of the Society and aligns to the Society's Our Society, Our Plan Strategic Plan 2013-2018.</p> <p>Develop and provide strategic policy advice to the Executive Director, Executive Secretariat and other Executive members on all matters relating to social justice and public policy in areas of interest to the Society including justice, housing and homelessness, refugees and asylum seeker matters, child protection and related areas. The Manager will lead effective consultation and collaboration processes to ensure key stakeholders are engaged in the policy development, implementation and review process.</p> <p>Lead innovation in the development, implementation and maintenance of a research program to develop social policy initiatives to ensure there is an alignment to the Society's strategic plan and other related corporate plans.</p> <p>Provide leadership and direction to the Society's Social Justice Committee.</p>

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.

Section Overview

The Policy Section is responsible for working with the Executive, both within the State Support Office and the Central Councils, and the State Council to develop and implement programs of work and campaigns to support the Society's government relations activities and the promotion of social justice and equality.

Duties and Responsibilities

Major Responsibilities

- Research current and emerging issues and trends in social policy to ensure that the Society's policies are well informed from a social and an economic needs viewpoint.
- Consult, collaborate and negotiate with key stakeholders to ensure optimal engagement and commitment to policy development and implementation.
- Develop key relationships and liaise with relevant government and non-government agencies.
- Provide support and advice to State Council members, Executive, Managers and Coordinators in the planning, development and review of social justice and related policies.
- Manage assigned projects and programs to deliver strategic policy initiatives including scoping, planning, stakeholder consultation, developing and managing project budgets and key milestone reporting.
- Research, analyse and communicate relevant research, documents, reports, and articles to the Executive Director, Executive Secretariat, other members of the Executive and the Social Justice Committee as required.
- Present information sessions on social policy development and review as required.
- Represent the Society on relevant industry and sector forums/groups.

Essential Criteria

- Tertiary qualification(s) in a relevant discipline.
- Demonstrated extensive experience in policy development and implementation in the not-for-profit or government sector.
- Desire to promote and model the ethos and Mission of the Society in all interactions with staff, members, volunteers and the broader community.
- Proven ability to form partnerships and collaborate effectively with internal and external stakeholders from a variety of backgrounds and experiences.
- High level strategic thinking skills, including the capacity to exercise sound judgement and develop innovative solutions to complex issues.
- Exceptional oral and written communication skills, particularly in writing policy and related documents, research papers and in delivering presentations.
- Thorough understanding of stakeholder consultation planning and execution, using high level analytical and problem solving skills.
- Experience in working with Government and across all political parties to influence policy outcomes.
- High level skills in Microsoft Word, Excel, Power Point, Internet Explorer and Outlook.

Desired Skills

- Experience in working with a membership or volunteer organisation.
- Experience in supervising interns and working with volunteers.

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