



POSITION DESCRIPTION

Position Title:	NWCC Development Officer – 0.8 FTE
Location:	Ballarat
Reporting to:	Team Leader Development Officers
Direct Reports:	Admin Assistant (0.6)

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 and education programs; soupvan program; assistance and support for asylum seekers and refugees; overseas development; providing friendship to people living with a mental illness through our Compeer programs as well the provision of a range of support and accommodation services through the Vincent Care 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’), multi - regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative local, state and national committees, special works and also service the Vinnies Shops.



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 a member of the Development Officers team, the NWCC Development Officer assists (volunteer) members to respond to the mission of the St Vincent de Paul Society in a changing world. The position involves working as part of NWCC supporting the Society’s NWCC Central Council President, Regional Councils and Conferences (i.e. local groups) to provide effective responses to disadvantage within local communities. The role will also include recruitment, training, and ongoing support of members.

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 relevant team / departmental and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Safety - Staff	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring on the incident reporting system • Manage day to day risks in line with policy and procedures
Support to Members, Conferences and Councils	<ul style="list-style-type: none"> • Support Presidents in their leadership of conferences and councils • Build rapport and act as a point of contact and reference for information and resources to support Conference work • Support the establishment of new Conferences and assist with reforming conferences in recess as required • Assist Presidents to ensure the adherence to Society policies and procedures • Assist to identify issues and provide advice and recommendations to address issues as they arise • Attend Councils and Conference meetings as required • Support the planning and implementation of local events at conference, council and state level. • Encourage links and networks between Members, conferences and councils to enhance the work of the Society • Provide follow up to welfare complaints process as required



Central Council President	<ul style="list-style-type: none"> Support the Central Council President in their management of the Council and the development of new works and initiatives Contribute to and participate in the development of annual planning for the Central Council work Assist in the development and implementation of projects as directed
Support the Works of Council, Conference and Special Works	<ul style="list-style-type: none"> Support and resource conferences and their existing works to deliver support to people we assist Collection and analysis of data to support the identification of unmet service needs Assist the development of new conference Works where there are emerging needs identified Work with Presidents to assist in the development of business cases for new works Organise Council events and celebrations that recognise member's service Work with Finance team and Treasurers to ensure support in budget preparation and financial reporting Work closely with the local Social Justice Officers to ensure Members are aware of local services and emerging issues Assist members to engage in partnerships with local agencies and encourage links and networks between the Society and external agencies and the broader community to enhance the work of the Society
Recruitment, induction and training of members/Presidents	<ul style="list-style-type: none"> Support Conferences and Regional Councils to develop and implement recruitment strategies for new members as required Ensure all new and existing members have access to an appropriate induction process Assist Conferences and Regional Councils to identify training needs and liaise with HR Team on delivery Assist Central Council President to develop succession plans for Officer Bearers in the Central Council
Development Officer Team/Service Development Department	<ul style="list-style-type: none"> Participate in relevant meetings, training and planning sessions with a variety of appropriate Society groups Provide feedback and share information with team members and relevant personnel (as required) on current and potential common issues Assist with development and maintenance of resources Contribute to and participate in the development and delivery of the relevant department and central council specific business plans Assist in the development and implementation of projects as needed

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Administrative Support	Internal	<ul style="list-style-type: none"> Direct report, providing leadership and guidance



Central Council President	Internal	<ul style="list-style-type: none"> • Provide support, guidance and resources • Daily interactions in support of Central Council
Members, Conference Presidents, and Regional Council Presidents	Internal	<ul style="list-style-type: none"> • Provide support, guidance and resources
Development Officer team members and other SVDP staff	Internal	<ul style="list-style-type: none"> • Peer support and collaboration as required
Team leader Development Officers	Internal	<ul style="list-style-type: none"> • Overall line management of staff member in consultation with the Central Council President
HR – Learning & Development Team	Internal	<ul style="list-style-type: none"> • Work together to support training of members and office bearers
External community organisations, Parishes and other agencies	External	<ul style="list-style-type: none"> • Networking and referral relationships

KEY PERFORMANCE INDICATORS

- The Central Council President is supported to lead their Council in the delivery of its assistance programs
- Members are supported to undertake their Conference or Special Works
- Members and Office Bearers are appropriately recruited and inducted as required
- Local links and networks are developed with the broader community
- Gaps in service need are identified and conferences and councils supported to grow or develop new services to meet these needs
- The role provides a strong link between the Central Council and the wider SVDP network

Each year as part of the annual performance process annual KPIs will be set which address the overall priorities of the Society and in particular the NWCC Central Council.

DELEGATIONS OF AUTHORITY

Achievement of departmental budget by ensuring all work related expenditures are authorised by either Team Leader or Manager.

KEY REQUIREMENTS

Desired

- Experience with planning and delivery projects
- Qualification and experience in training
- Relevant tertiary qualification



Skills

- Excellent organisational and project management skills and ability to prioritise
- Strong communication skills – both written & verbal including formal and informal report writing skills
- Adaptability & flexibility
- Computer skills and working knowledge of Microsoft Office Suite
- Victorian Drivers licence

Knowledge / Experience

- Ability to work independently and as directed
- Experience in community networking and development
- Experience in working with, and the recruitment and development of, volunteers
- Experience in the operation and preparation of grants or submissions
- Experience in working with Catholic entity networks and organisations

Attributes

- Awareness and understanding of the Mission of the St Vincent de Paul Society
- Commitment & empathy toward the work of the Society and its Membership
- Understanding of the principles of Catholic Social Teaching
- Team player & team builder
- Willingness to travel throughout Victoria as required
- Willingness to vary normal working hours from time to time

****Flexible working hours, including a number of weeknights & weekends may be required.
Requirements for travel to multiple locations across the State****

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.