



Access & Inclusion Project -Team Leader

Position Description

Telephone: (02) 9568 0262
Facsimile: (02) 9550 9383

Email: vinnies@vinnies.org.au
Website: www.vinnies.org.au
Donation Hotline: 13 18 12

Position Title	Team Leader
Responsible Council	Maitland/Newcastle Central Council
Reports To	Project Coordinator - Access & Inclusion
Base Locations	Ability Links Newcastle and SVDP NSW Support Service Woolloomooloo

Primary position objective The Access and Inclusion Project – Team Leader is responsible for the day to day oversight and leadership of a team of Access Mapping Linkers which will be based in multiple locations, extending across Sydney Metro South and the Hunter region. This role will see the Team Leader working in close collaboration with the Project Coordinator to identify areas for mapping and ensuring the quality and accuracy of this work.

This role will include travel between sites to ensure effective leadership, supervision and support is provided in the delivery of the project, and to facilitate a professional and collaborative workplace culture.

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.

Service Overview

St Vincent de Paul Society NSW is funded by the NSW Government’s Ageing, Disability and Home Care department to deliver Ability Links in the Metro South region, in partnership with Settlement Services International.

Ability Links NSW (ALNSW) is a key foundation in the NSW Government's plan to reshape and improve the way people with disability, their families and carers in NSW are supported by placing them at the centre of decision-making. ALNSW is one of a number of decision-support resources available to assist people with disability. ALNSW works within local communities to assist people with disability, their families and carers to be valued and active members of their community. ALNSW works with communities to facilitate social and economic inclusion of people with disability.

Duties and Responsibilities

The Access & Inclusion Project Team Leader is responsible for the day to day oversight and leadership of a team of Access Mapping Linkers which may be based in multiple locations. This role includes travel between sites to ensure effective project delivery, leadership, supervision and support is provided in the delivery of this Ability Links project. This includes:

Leadership, Supervision and Support

- Induct and orientate Access Mapping staff ensuring they have a sound understanding of the project and are competent to undertake business access mapping assessments.
- Provide accurate, relevant and timely information to team members to support them in their role.
- Provide regular support and supervision to team members Lead, supervise, and support team members to undertake their work in accordance with organisational and project priorities, policy and procedures.
- Work in partnership with team members to identify areas for professional development and support them to work towards their development goals.
- Work collaboratively to develop strong team relationships and workplace culture, and fostering positive relationships across locations
- Work collaboratively with Ability Links Program Manager and Leadership team in the delivery of the Access & Inclusion project In partnership with each team member implement the Stronger Together process setting SMART goals and undertaking regular reviews/appraisals.
- Maintain time and leave records and ensure all relevant documentation is maintained using the Preceda payroll system.
- Ensure compliance with relevant Awards, Agreements and related Society policies and procedures.

Administration

- Ensuring all project work is recorded following the smartersoft business processes and other project data collection tools.
- Collecting, monitoring and using data to inform ongoing business engagement work.
- Reviewing team data ensuring it is accurate and reflective of the work undertaken.
- Maintaining all project documents/information and resources in the Sdrive location

Financial

- Manage project expenditure including reconciliation of project credit card and maintaining accurate records as per Ability Links program procedures.
- Work in partnership with the Project Coordinator to ensure project expenditure is within budget, reporting on any overspends.

Continuous Improvement

- Contribute to the development of quality practice, including identifying gaps in access mapping practice and/or resources
- Participate in quality improvement activities such as audits, surveys and working groups
- Assist in external project evaluation and engage team members to become involved and lead their participation

Policy and Procedures

- Apply the Society's policies and procedures on a day to day basis
- Ensure and monitor project delivery is in line with the Ability Links NSW program guidelines and local procedures

Professional Development

- Participating in an approved supervision and performance development process and undertaking ongoing training and development relevant to the position and approved by supervisor

Program contribution

- Leading and contributing to local team business engagement activities and participating in internal and external meetings and workshops
- Participating in local, regional and statewide forums and information sharing activities as required to support the ongoing development of the Access & Inclusion Project for Ability Links NSW

Environment

- Ensure sound WHS practices are implemented and adhered to as per organisational policy and local systems/procedures.
- Ensure staff utilize 'Stay Safe' app protocols when carrying out assessment and business engagement

Essential Criteria

- Tertiary qualifications and/or relevant experience in human services or community development
- Proven management and leadership skills including managing dispersed teams and meeting project goals and targets
- Experience in delivering presentations and workshop facilitation
- Proven communication, interpersonal and stakeholder engagement skills
- High level of proficiency in the use of IT including the use of Microsoft Word, Excel and Outlook and the ability to utilise data management systems
- Willingness to adhere to the mission and ethos of the St Vincent de Paul Society and Code of Conduct
- Current NSW Drivers licence and ability to travel across Sydney and the Hunter
- Willingness to undertake a national police and WWCC checks as part of the recruitment process

Desirable criteria

- Demonstrated understanding of the impact of disability upon individuals, families, carers
- Knowledge of NSW disability standards

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

We strongly encourage applications from people with disability, Aboriginal applicants and people from culturally and linguistically diverse backgrounds