



St Vincent de Paul Society
good works



VincentCare
Engage. Enable. Empower.



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EMPOWERING VICTORIANS

Making someone stronger, in control of their life and reclaiming their rights



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.

MISSION

The St Vincent de Paul 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. VincentCare Victoria's mandate:

VincentCare Victoria was established in 2003 to extend the Christian mission of the St Vincent de Paul Society by supporting people experiencing homelessness and providing care, hope and advocacy for the most disadvantaged Victorians. Its purpose is to create opportunities and lasting change for the most marginalised.

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

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

EMPATHY - Establishing relationships based on respect, trust, friendship and perception



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VALUES DRIVEN



OPERATIONALLY EXCELLENT



COMMERCIALY SMART

ST VINCENT DE PAUL SOCIETY VICTORIA

Position Description

Job Title	Executive Assistant to State President
Reports to	EGM Membership & Special Works
Department	Membership & Special Works
Direct/Indirect Reports	Nil
Date Revised	April 2024

Position Summary

The Executive Assistant is responsible for providing high level administrative and support to the State President, State Council and State Council committees. This includes managing State Council events, including agenda preparation with the State Council President, completing high quality minutes, and following up on action items, supporting the State President with their inbox and calendar management, scheduling appointments, handling correspondence, preparing presentations, and coordinating travel to ensure the operational effectiveness of the State President and to enable the Society to fulfil its mission.

Position Key Responsibilities

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 values inherent within the organisation and encourage reflective practice in the workplace • Engage, inspire 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 team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others in line with policy and procedures



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Position Key Responsibilities	
	<ul style="list-style-type: none">• 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
Meeting and Event Coordination	<ul style="list-style-type: none">• Plan, co-ordinate and arrange monthly State Council meetings, which includes support to establish the agenda, attending the Staurday morning State Council meeting and take quality minutes, and follow up on action items.• Assist with the establishment of Member events whilst ensuring efficient use of time and resources.• .• Prepare and distribute meeting agendas, minutes, reports and presentations for State Council Committee meetings and organisational events.• Follow-up action items, ensuring timely completion and accountability• Organise the State Council events•
Executive Support & Assistance	<ul style="list-style-type: none">• Manage the State Presidents email inbox and calendar, including scheduling appointments, confirming travel arrangements, and tracking expenses.• Act as the primary point of contact for internal and external stakeholders, exercising professionalism, diplomacy, and discretion.• Answer and screen phone calls, and direct them to the appropriate person or department.• Receive and respond to email and correspondence, including confidential information and prioritise and respond promptly to urgent matters.• Conduct research, gather data, and prepare correspondence and reports as requested• Collate and compile data for prepare monthly reports and distribute accordingly



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Position Key Responsibilities	
	<ul style="list-style-type: none">• Coordinate travel arrangements, including booking flights, accommodation and logistics for the State President and other State Council members• Maintain accurate records and files, including confidential information, ensuring accessibility and ease of retrieval• Create a Project planner for the year and an annual meeting calendar, review commitments and plan ahead for events and meetings• Reconcile accounts and credit card payments
Cross-Functional Collaboration	<ul style="list-style-type: none">• Foster effective communication and collaboration between the State President and internal teams, ensuring alignment with organisational goals• Coordinate with other departments and staff members to gather information, facilitate decision-making, and implement initiatives• Serve as a liaison between the State President and external partners, donors, and supporters whilst maintaining positive relationships and fostering goodwill.
Development	<ul style="list-style-type: none">• Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.
Other	<ul style="list-style-type: none">• Responsible for all other administrative and operational duties as advised

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.

Key Selection Criteria

Qualifications



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- Bachelor's degree in business administration or a related field (preferred)

Experience

- Demonstrated and proven experience providing high level executive assistance, with a focus on support for the management of meetings in a similar role preferably within a non-profit organisation.

Personal Attributes and Skills

- Excellent organisational and time management skills with the ability to manage multiple priorities and meet deadlines
- Exceptional verbal and written communication skills, with strong attention to detail
- Strong interpersonal skills, ability to work collaboratively and build relationships
- Proficiency in using productivity tools, such as Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- High level of professionalism, integrity, and discretion when handling sensitive information
- Familiarity with the non-profit sector and an understanding of its unique challenges and opportunities
- Ability to work independently and as part of a team
- High level of discretion and ability to display initiative
- Discreet and ability to maintain confidentiality
- Prepared to vary normal working hours including weekends and evenings to facilitate work of the State Council

Wellbeing, Health and Safety

Child Safety Statement

St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds,



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children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP

Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.



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