



## POSITION DESCRIPTION

<b>Position Title:</b>	Development Officer
<b>Location:</b>	Box Hill
<b>Reporting to:</b>	Development Officer Team Leader
<b>Direct Reports:</b>	

### 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'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative 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 Service Development team, the 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 with the Society's Central Council President, Regional Councils and Conferences in that Central Council (i.e. local groups) and will include recruitment, training, consulting, advising, facilitating as well as the encouragement and support of members. The role assists Regional Councils and Conferences to be effective in their responses to disadvantage within local communities.

## KEY ACCOUNTABILITIES

Key Accountability	Deliverables
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>• Positively contribute to and influence organisational culture</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience</li> <li>• Regularly attend and actively participate in all team / departmental and organisational meetings</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system</li> <li>• Manage day to day risks in line with policy and procedures</li> </ul>
<b>Support to Members, Councils and Conferences</b>	<ul style="list-style-type: none"> <li>• Support Presidents in their leadership of conferences and councils</li> <li>• Build rapport and act as a point of contact and reference for information and resources to support Conference work</li> <li>• Support the establishment of new Conferences and assist with conferences in recess</li> <li>• Assist Presidents to ensure compliance with Society policies and procedures</li> <li>• Assist to identify issues and provide advice and recommendations to address issues as they arise</li> <li>• Attend Councils and Conference meetings as required</li> <li>• Support the planning and implementation of local events at conference, council and state level.</li> <li>• Encourage links and networks between Members, conferences and councils to enhance the work of the Society</li> <li>• Provide follow up to welfare complaints process as required</li> </ul>

<b>Central Council President</b>	<ul style="list-style-type: none"> <li>Support the Central Council President in the leadership of the Council and the development of new works</li> <li>Contribute to and participate in the development of annual planning for the Central Council work</li> <li>Assist in the development and implementation of projects as directed</li> </ul>
<b>Support the Works of Council and Conference</b>	<ul style="list-style-type: none"> <li>Support conferences and their existing Works to deliver support to people we assist</li> <li>Assist the development of new conference Works where there are emerging needs identified</li> <li>Work with Presidents to assist in the development of business cases for new works</li> <li>Work closely with the local Social Justice Officers to ensure Members are aware of local services and emerging issues</li> <li>Encourage links and networks between the Society and external agencies and the broader community to enhance the work of the Society</li> </ul>
<b>Recruitment, induction and training of members/Presidents</b>	<ul style="list-style-type: none"> <li>Support Conferences and Regional Councils to develop and implement recruitment strategies for new members as required</li> <li>Ensure all new and existing members have access to an appropriate induction process</li> <li>Assist Conferences and Regional Councils to identify training needs and liaise with HR Team on delivery</li> <li>Assist Central Council President to develop succession plans for Presidents in the Central Council</li> </ul>
<b>Service Development Team</b>	<ul style="list-style-type: none"> <li>Participate in meetings, training and planning sessions with a variety of relevant Society groups</li> <li>Provide feedback and share information with team members and relevant personnel (as required) on current and potential common issues</li> <li>Assist with development and maintenance of resources</li> <li>Contribute to and participate in the development and delivery of the M&amp;D department and program specific business plans</li> <li>Assist in the development and implementation of projects as needed</li> </ul>

#### POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Central Council President	Internal	<ul style="list-style-type: none"> <li>Provide support, guidance and resources</li> </ul>
Members, Conference Presidents, and Regional Council Presidents	Internal	<ul style="list-style-type: none"> <li>Provide support, guidance and resources</li> </ul>
Service Development team members and other SVDP staff	Internal	<ul style="list-style-type: none"> <li>Daily operations as required</li> </ul>

General Manager Service Development	Internal	<ul style="list-style-type: none"> <li>Overall management of staff and program</li> </ul>
Manager – Spiritual & Mission	Internal	<ul style="list-style-type: none"> <li>Collaboration to enhance spirituality of members</li> </ul>
HR – Learning & Development Team	Internal	<ul style="list-style-type: none"> <li>Work together to support training of members, especially Presidents and Office Bearers</li> </ul>
External community organisations, Parishes and other agencies	External	<ul style="list-style-type: none"> <li>Networking and referral relationships</li> </ul>

### 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 Work
- Members, especially Presidents and Office Bearers, are appropriately recruited, appointed and inducted as required
- Local links and networks are developed with the broader community
- The role provides a strong link between the Central Council and the wider SVDP network

### 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 skills & ability to prioritise
- Strong communication skills – both written & verbal
- Adaptability & flexibility
- Computer skills and high level knowledge of Microsoft Office Suite
- Victorian Drivers licence

#### Knowledge / Experience

- Ability to work independently and as directed
- Experience in working with disadvantaged people



- Experience in community networking and development
- Experience in the recruitment and development of volunteers

#### **Attributes**

- Awareness and understanding of the mission of the St Vincent de Paul Society
- Commitment & empathy toward to the work of the Society and its Membership
- 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\*\***

Please note: You may be permanently transferred to support another region from time to time at the discretion of St Vincent de Paul Society, having regard to issues including travelling time to and from your residential address. This will be discussed in consultation with the Development Officer Team Leader.

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.