



POSITION DESCRIPTION

Position Title:	Mission & Spirituality Manager
Location:	Box Hill
Reporting to:	GM HR (working very closely with CEO and State President)
Direct Reports:	1 Mission and Spirituality Officer

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 programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare 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

To support the CEO, State Council and Central Council Presidents (CCPs) to ensure that the organisation remains faithful to the mission, vision and values of the organisation.

The role provides leadership in shaping the culture of the St Vincent de Paul Society Victoria and is pivotal in establishing relationships, telling our story and keeping the SVDP connected to its members, volunteers and employees. In addition, this role is also pivotal to ensuring that our spiritual heart remains vibrant and the organisation's strategic direction remains faithful to the mission, vision and values of the St Vincent de Paul Society.

Support members and volunteers to be effective in their responses to the most disadvantaged in our communities.

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 team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Lead, manage and motivate team to achieve their objectives	<ul style="list-style-type: none"> • In conjunction with HR; recruit, develop and retain a skilled and motivated team • Build a cohesive and engaged team and foster a culture with our mission at its centre • Develop clear KPIs for all team members and actively implement the Society's performance management processes • Communicate effectively with your team through regular team and individual meetings • Lead the team in the practice of continuous improvement
Safety	<ul style="list-style-type: none"> • Engage with your staff and volunteers to identify and work through the resolution of hazards and incidents • Investigate safety incidents and close off related actions in the required timeframes; engage HR for support where required • Conduct workplace inspections quarterly of all buildings under your management and close actions in the required timeframes • Ensure your teams understand and are accountable for risk management with their work
Planning, Compliance and Budgets	<ul style="list-style-type: none"> • Develop your work plans to ensure that all resources; be they human, material or financial, are managed effectively and with efficiency to achieve strategic objectives. • Ensure that all activity is ethical and compliant with legislation, regulation



	<p>and organisational policies and procedures</p> <ul style="list-style-type: none"> • Manage annual budgets, facilitate local participation in budget preparation (where relevant) and ensure that budgets are completed and lodged within designated timeframes. • Monitor and report on budget as required, take action to address negative budget variances and ensure expenditure is within budget. • Prepare business cases for approval by CEO for all out of budget expenditure.
Mission Leadership	<ul style="list-style-type: none"> • Guide State Council and Senior Executive Group in understanding and ensuring mission intersects with all areas of the organisation. • Event direction of purpose and content for key events: <ul style="list-style-type: none"> ○ Ozanam Lecture ○ Thanksgiving Mass ○ A Call to Serve ○ State Council retreat ○ And others • Work with HR to ensure mission is reflected in recognition framework including member event; A Call to Serve • Provide input into Induction process and materials ensuring the mission message is strong and engaging • Ensure all areas of the organisation understand and embed our mission story in what they do
Spiritual Formation and Support	<ul style="list-style-type: none"> • Lead spiritual formation of State Council, members, conferences, volunteers and staff by: <ul style="list-style-type: none"> ○ Conducting and guiding <ul style="list-style-type: none"> ▪ Reflections and rituals (such as Easter, Christmas) ▪ Spiritual retreats for conferences • Provide opportunities and resources for members, volunteer and employees that help them grow in their spiritual development <ul style="list-style-type: none"> ○ Develop resources such as <ul style="list-style-type: none"> ▪ Reflection guides ▪ Communications (including on special feast days, religious holidays) ▪ Ritual and event guides ○ Conduct/Co-ordinate special events <ul style="list-style-type: none"> ▪ Monthly Mass ▪ Feast Days ▪ Support Festival Mass' across the state • Provide support and resources to Spiritual Advisors in conferences
Mission Leadership Development	<ul style="list-style-type: none"> • Plan and successfully implement (including review) an annual Vincentian Leadership program • Develop, conduct or contribute to leadership days in conferences and regions
Relationship Management	<ul style="list-style-type: none"> • Develop close working relationships with State Council Leadership, Central Council Presidents, Regional Council Presidents, Senior Executive Group, Departmental Executive and employees whilst maintaining the boundaries of professional practice • Sustain and build external relationships with the wider community • Catholic Sector Peak bodies participation • Actively participate in nominated working groups and committees across the Society as requested (State and National based) • Participate as ex-officio member of Senior Executive Group

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
CEO	Internal	<ul style="list-style-type: none"> Direct report
Membership and Development Department Executive Team	Internal	<ul style="list-style-type: none"> Strategic and operational development, peer support
Senior Executive Group	Internal	<ul style="list-style-type: none"> Strategic advice
Central Council Presidents	Internal	<ul style="list-style-type: none"> Networking, effective partnering and capacity building
State President	Internal	<ul style="list-style-type: none"> Support, events management
Members, volunteers and employees	Internal	<ul style="list-style-type: none"> Support, resourcing, networking, effective partnering and capacity building
State and Territory St Vincent de Paul organisations	External	<ul style="list-style-type: none"> Networking, effective partnering and capacity building
Like-minded organisations	External	<ul style="list-style-type: none"> Networking, effective partnering and capacity building

DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

KEY REQUIREMENTS

Essential

- Ability to work within and contribute to the mission, vision and values of the St Vincent de Paul Society
- Strong understanding of and commitment to Catholic Social Teaching
- Commitment to and experience working in a Catholic organisation is preferable
- Strong understanding and application of Social Justice Principles
- Direct experience in working with and on behalf of people, community's experiencing disadvantage
- Experience in developing mission and spiritual resources and tools designed to support the spiritual formation of members, volunteer and employees
- Experience in developing learning and educational initiatives in such areas as faith based leadership, values development, social justice and spirituality
- Demonstrated ability as a collaborative leader and change agent in a complex organisational environment



- Demonstrated management experience in the not for profit faith based organisation
- Demonstrated experience in working autonomously, whilst part of a larger team environment
- Working knowledge of event planning, management
- Strong capacity to build relationships of trust and mutuality
- Understanding of organisational culture and the forces that shape it
- Experience in project management
- Strong written and verbal skills

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.