



St Vincent de Paul Society
NSW
good works

St Vincent de Paul Society NSW is a NDIS Partner in the Community delivering Local Area Coordination (LAC) services in NSW during the transition period from January 2016 to June 2019.

LAC Capacity Building Manager

Position Description

Position Title:	Capacity Building Manager
Responsible Unit:	State Support Office
Position Reports to:	Senior Manager – Quality & Practice
Reports:	
Base Location:	Detailed in Contract of Employment
Primary Position Objective:	The <i>Capacity Building Manager</i> works in partnership with Senior Operations Managers (and delegated reports) in LAC districts to develop and implement an LAC capacity building strategy that supports participants, their families, carers and communities

St Vincent de Paul Society NSW

The St Vincent de Paul Society NSW 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 in France in 1833 by 20 year-old Frederic Ozanam, who wanted to eradicate poverty and disadvantage. The Society came to NSW in 1881 and now 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.

The St Vincent de Paul Society NSW is a leading provider of community support services and has close to 100 Special Works in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

St Vincent de Paul Society NSW and the NDIS

The St Vincent de Paul Society NSW has been engaged by the National Disability Insurance Agency to provide local area coordination to ensure people with disability who are currently receiving supports from NSW or Commonwealth Government disability programs experience a smooth transition to the NDIS.

This is a far-reaching undertaking and the changes required to existing disability support systems are significant. The scheme will be introduced gradually to ensure no disruption for people with disability and support providers.

Capacity Building Manager (LAC Program) - Position Description January 2017

The Society will provide LAC services in the Central Coast, Hunter New England, South Western Sydney, South East Sydney and Sydney districts of NSW.

Duties and Responsibilities

The *Capacity Building Manager* works in partnership with Senior Operations Managers (and delegated reports) in LAC districts to develop and implement a LAC capacity building strategy that supports the delivery of quality LAC services whilst working to enhance the self-direction and capacity of participants with disability from a broad range of disability support needs, age cohorts and experience in the sector.

Development and Capacity Building

- Work in partnership with LAC districts to develop and implement a LAC capacity building strategy that supports participants, their families, carers and communities to maximise their potential for self-direction under the NDIS.
- A deep understanding of the applied theory in building informal supports, inclusive communities and capacity for people with disability, their families and carers, to manage their supports under the NDIS.
- Develop resources and guidance to support the establishment of Communities of Practice in LAC districts for the sharing of knowledge and support.
- Develop resources for LACs to build the capacity of participants and registered providers of support in response to participant demand, building on the NDIA Foundations Training curricula for LACs.
- Work in partnership with LAC districts to establish Peer to Peer Support Programs for participants, within each district.
- Facilitate a Capacity Building Working group to oversight resource development.
- Develop targeted training materials to support and expand awareness of the various options available for LAC participants to support plan implementation, including the development of community connections and accessing mainstream and informal supports.

Quality Assurance and Improvement

- Ensure that staff-integrate a quality improvement approach into all functions.
- Meet and report against the objectives and goals outlined in the funding agreement.
- Develop and maintain effective collaborative local and district partnerships with the NDIA.
- Work with the Society's Learning & Development team to support alignment with the Society's L&D Strategy and capacity building.

Positive Culture

- Embrace and actively demonstrate the mission and vision of the Society, ensuring that providing a 'hand-up' is evident in all that you do.
- Demonstrate professionalism and adopt high ethical and professional standards.
- Be an advocate and champion of ongoing development of team's capabilities.
- Participate where appropriate in external conference, workshops etc.
- Contribute to a workplace culture that is respectful, non-judgmental, and inclusive and which promotes and upholds human rights at all times.
- Actively demonstrate our organisational values, as outlined in the Society's Code of Conduct.

NOTE: <i>All positions within the LAC Program will be expected to travel and work remotely and independently as required</i>

Essential Criteria

- Relevant experience or qualifications in human services, disability services, child services, allied health, social work or community development.
- A demonstrated ability to collaborate and influence for sector development and capacity building.
- Experience working with learning and development functions to support capacity building of employees
- Experience in building partnerships with key stakeholders including government agencies and local service providers.
- Capacity to coordinate and project manage and meet key milestones
- Strong communication, negotiation and liaison skills
- Demonstrated ability to work collaboratively and contribute to consistent and innovative work practices.
- Valid driver's licence and willingness to undertake regular travel.
- Willingness to adhere to the Vision, Mission and Values of the St Vincent de Paul Society NSW

Desirable experience/skills

- Experience in a learning and development or staff education role
- Qualifications in and/or lived experience of disability (while not essential) will be highly regarded.

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