



Manager, Governance Position Description

Position Title	Manager, Governance	Email: vinnies@vinnies.org.au
Responsible Council	State Council and the Board of Directors	Website: www.vinnies.org.au
Reports to	Executive Director, Executive Secretariat	Donation Hotline: 13 18 12
Managerial responsibility	Governance Team	
Base Location	State Support Office, Lewisham, or such other location as required	
Primary position objective	This position is responsible for the provision of advice regarding best practice in governance of the Society (including Amelie Housing). This includes management of Trustee, Board and Committee meetings; the management and review of organisational policies; risk management; oversight of legal services provision; and document management and promotion of best practice record keeping.	

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.

Duties and Responsibilities

Governance

- Lead the development and implementation of a governance framework for the Society to support business integrity and performance improvement and to improve the Society's governance capabilities and practices.
- Manage and contribute to key organisational projects and programs to deliver on governance initiatives identified by the Board, State Council and/or the Society's strategic plan.

- Ensure that effective reporting and compliance systems are developed and implemented to meet governance assurance purposes and government funding requirements.
- Provide reports to the State Council, Board and Committees on any governance related matter, including the development and maintenance of governance frameworks for performance management, risk management, and compliance assurance purposes.
- Work with State Support Office divisions to provide governance advice and support.

Organisational Policy and Document Management

- Oversee the management of the organisational policy framework for the Society including leading the development of major organisational policies.
- Work with the Executive to oversee the organisation's records and document management policies, systems and processes.

Risk Management and Compliance Assurance

- Oversee the development of a risk management framework and maintain a Risk Register including appropriate risk management identification, controls, mitigation and reporting.
- Ensure that appropriate risk management assessments are undertaken for all tenders submitted by the Society to ensure that all risks have been identified, and that appropriate controls mitigation arrangements are put in place.

Legal Services Provision

- Oversee the provision of legal services to all parts of the Society.

Leadership

- Lead and manage the Governance Team.
- Develop a spirit of collaboration to build a positive workplace culture aligned to the Society's vision, mission and workplace expectations (including the Code of Conduct).
- Manage the recruitment, development, and performance functions for all staff within the team.

Relationships

- Establish and maintain relationships including with the State President, State Council members, Board Directors, Committee Chairs, Executive Directors, Executive Officers and Central Council Presidents.
- Develop and maintaining effective collaborative partnerships and strategic alliances with external stakeholders including government agencies and non-government organisations.

Other

- Participate in staff meetings, planning, activities, work groups and all activities that enhance the team work approach of the St Vincent de Paul Society.
- Model the ethos and Mission of the Society through social justice activities.

Reporting / relationships

The Manager, Governance reports to the Executive Director, Executive Secretariat.

Key internal relationships include:

- State Council and the State President
- Board of Directors
- Executive Leadership Team
- Internal Audit.

Essential Criteria

- Relevant tertiary qualifications and/or experience in governance in the government or not-for-profit sector.
- Extensive experience working with a Board of Directors or similar organisation management structure.
- Experience in implementing best practice governance frameworks, including in relation to organisational policy, risk management and legal services provision.
- Project management experience including in strategic planning in a government or not for profit environment.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Excellent communication and presentation skills including the ability to develop reports, briefing papers and other documents accurately and in short time frames.
- High-level understanding of current issues facing the not for profit industry and incorporated not for profit organisations.

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

Aboriginal and Torres Strait Islander people are encouraged to apply for this position.