



Breaking the Barriers Coordinator

Position Description

Position title	Breaking the Barriers Coordinator
Directorate	Vinnies Services
Reports To	Special Works Manager
Base location	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective	Oversee the implementation of agreed initiatives that sit under the Breaking the Barriers (BTB) program which is specifically designed to support at risk children that are experiencing various forms of disadvantage.

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.

Directorate overview

This position is in the Vinnies Services directorate. This directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives.

Accountabilities and responsibilities

The Breaking the Barriers Program Coordinator will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Oversee the implementation of all aspects of the BTB Program including:
 - identify and assess activities that fit within the program
 - develop functional relationships with key stakeholders that assist with program implementation and sustainability
 - oversee, monitor and report on the implementation of all aspects of the program
 - coordinate partnership agreements as needed to progress Program activities
 - demonstrate the capacity to develop the Program and respond creatively to individual community needs across respective region.
 - adhere to the code of conduct maintaining professional operational standards, high quality service delivery and appropriate personal records and systems.
 - Work within the program budget
 - establish clear project management processes including communication and reporting processes when planning services or implementing new practices.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Key working relationships

In addition to the Special Works Manager and their direct reports, the Breaking the Barriers Coordinator will foster close working relationships with:

- Breaking the Barriers Coordinator (southern region) to facilitate efficient use of resources and sharing of best practice.
- Members at local conferences

Essential criteria

Critical capabilities

- **“People we Serve” Centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values Based Leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact Focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change Leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team Performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital Engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and Improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial Acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification and/or experience in child related services
- Demonstrated high level program management skills and experience
- Demonstrated capacity to plan, support and/or initiate Program activities
- Demonstrated capacity to develop and maintain functional relationships with key stakeholders and partner organisations
- Demonstrated high-level oral and written communication skills including the use of Microsoft Office suite.
- A demonstrated awareness of relevant legislation and issues including child protection, privacy and workplace health and safety
- NSW Drivers licence

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

