Schools and Youth Engagement Officer – South

Position Description

Directorate:	Membership, Volunteers and Regional Operations
Reports to:	Regional Director
Direct reports:	Nil
Location:	South region – Eagle Vale or Wagga Wagga office location.
Primary position objective:	Work collaboratively to implement schools and youth engagement strategies and activities across the South region.

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

Directorate overview

This position is in the Membership, Volunteer and Regional Operations directorate. The teams within the directorate and their functions are:

Member and Youth Experience: this team is responsible for state-wide membership strategy and engagement; member recruitment and onboarding; Conference support; youth and schools' strategy and engagement; and learning and development needs identification.

Member Programs: this team is responsible for state-wide program management and will support local delivery of membership programs, services and assistance including WE CARE, EAPA, NILS, ERF, Twinning and other emerging programs.

Volunteer Experience: this team is responsible for state-wide volunteer strategy and engagement; volunteer recruitment and onboarding (including compliance); and learning and development needs identification.

Regional Operations: this team is responsible for local implementation of conference engagement; member, youth and school's engagement; volunteer engagement; WE CARE process; regional leadership; community engagement; community needs analysis; and enabling functions coordination.

Accountabilities and responsibilities

The Schools and Youth Engagement Officer will:

- Contribute to the successful implementation of the Strategic Plan within their region.
- Implement specific projects and initiatives to strengthen youth engagement in the region, aligned to the state-wide youth engagement strategy working collaboratively with the Central Council Youth representatives within the region.
- Implement specific projects and initiatives to strengthen school engagement in the region, as determined by the Regional Director.
- Contribute to the effective implementation of social justice & advocacy initiatives for schools and youth in the region.
- Engage with members, volunteers and the local community to ensure that tangible activities are developed for young people to participate in, that are centred around the people we serve and are responsive to local youth needs.
- Contribute to the implementation of local fundraising initiatives and appeals working collaboratively with the Fundraising and Communications team.
- Support the delivery of timely and relevant communications to schools and youth contacts and stakeholders utilising technology and social media as required.
- Collate information, prepare documentation and correspondence in line with quality and organisational requirements, to enhance communication, support information flow and inform decision making.
- Contribute to a safe working environment for members, staff and volunteers by adhering to 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.
- Support the Regional Directors, and other members of the Regional Operations team with any other task, in the nature of the position.

Critical Key Performance Indicators (KPIs)

- Increase attraction and participation of schools and youth members (up to 35 years old) in the Society's activities.
- Deliver project and administrative tasks in line with agreed quality standards, timeframes and milestones.
- Support the flow of information between teams and directorates to inform decision making.

Key working relationships

In addition to the Regional Director and their direct reports, the Schools and Youth Engagement Officer will foster close working relationships with:

- Central Council Youth Representatives/s within the region (Members);
- State Youth Engagement Coordinator (Membership, Volunteers and Regional Operations);
- Schools and Youth Engagement Officers and Coordinators across all regions (Membership, Volunteers and Regional Operations);
- Central Council President and Regional Council Presidents within the region;
- Fundraising & Communications Team (Commercial Enterprise, Fundraising and Communications);

- Research, Policy and Advocacy Team (Strategy and Governance).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'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 3) Manage 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 3) Facilitate an improvement in 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

- Demonstrated passion and experience in working with children and young people in an empowering capacity.
- Proven project coordination skills and the ability to manage competing priorities.
- Proven ability to effectively engage with local schools, including primary and secondary schools.
- Experience working with and effectively engaging young people.
- Proven communication and interpersonal skills across a range of mediums.
- Proven ability to effectively engage with internal and external stakeholders, including teachers, members, volunteers and staff delivering a variety of services.
- NSW driver licence and capacity to travel within the region.
- Capacity to work intermittently out of hours, including weekends and evening events.

Desirable criteria

- Relevant tertiary qualification/s in human services, education, business, office administration or equivalent.
- Certificate IV in Business or Office Administration or equivalent.
- Experience in community relations, events or fundraising.
- Experience analysing data and collating insights to inform decision making within the

organisations.

- Experience working in a membership-based organisation to support and empower members and volunteers.