

PROJECT COORDINATOR – VINNIES SERVICE MEDALLION

Position Description

Directorate:	Membership, Volunteers and Regional Operations
Reports to:	Manager, Member and Youth Experience
Direct reports:	None
Location:	Centre based in the State Support Office, Lewisham
Primary position objective:	To develop and pilot a multi-year formation program for high school students at St Vincent de Paul Society partner schools, that would see successful students awarded a service medallion upon completion.

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.

Volunteer and Member Programs: this team is responsible for state-wide volunteer strategy and engagement; volunteer recruitment and onboarding (including compliance); and learning and development needs identification. It is also responsible for state-wide program management and will support local delivery of membership programs, services and assistance including WE CARE, NILS, ERF, Twinning and other emerging programs.

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

Accountabilities and responsibilities

The Project Coordinator – Service Medallion will:

- Ensure the successful implementation of the Strategic Plan within their team.
- Ensure the Society effectively safeguards children including ensuring that members and volunteers have current background checks (National Criminal History Check; Working with Children Check).
- Act in accordance with the Society's Code of Conduct and comply with all relevant Work Health and Safety policies, procedures, and practices to ensure a safe working environment for members, volunteers, and employees.
- Ensure effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.
- Lead the development of a high school student formation program, known as 'Vinnies Service Medallion', in accordance with the project documentation and in consultation with key internal and external stakeholders.
- Implement a pilot of the Vinnies Service Medallion in one or more Catholic Diocese in NSW, in consultation with regional staff.
- Establish a framework for measuring and evaluating program success and identify learnings and modifications in preparation for scaling up the program across NSW.
- Provide a comprehensive report on the outcomes of the pilot program, including recommendations to support the scaling up of the program over an agreed time period.
- Collaborate to develop and deliver a marketing and communications plan and resources, addressing both internal and external stakeholders, in preparation for scaling up the program.
- Develop and maintain key relationships to maximise program reach and impact.
- Ensure rigorous research, data collection, data analysis and evidence-based decision-making.

Critical Key Performance Indicators (KPIs)

- Effectively consult with key stakeholders to develop a multi-year formation program for high school students, resulting in successful students being awarded a Vinnies Service Medallion.
- Implement a pilot of the Vinnies Service Medallion program in at least one Catholic Diocese in NSW.
- Develop a monitoring, evaluation and learning framework for the program, and produce a comprehensive report on the outcomes of the pilot, including recommendations to scale up the program in NSW.

Key working relationships

In addition to the Manager, Member and Youth Experience, the Project Coordinator – Vinnies Service Medallion will foster close working relationships with:

- Youth staff in the Member and Youth Experience team (Membership, Volunteers and Regional Operations Directorate)
- Regional Directors (Membership, Volunteers and Regional Operations)
- Regional school and youth engagement staff (Membership, Volunteers and Regional Operations)
- The Executive Director, Mission and Spirituality or delegate (Mission and Spirituality)

- The Learning and Development Team (Corporate Services).

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

- Relevant tertiary qualifications in Education or Social Sciences.
- Demonstrated experience in research, data collection, and data analysis.
- Demonstrated experience in large program development and delivery for high school-aged students.
- Demonstrated experience in developing and implementing program monitoring, evaluation and learning frameworks.
- Demonstrated ability digital marketing and communications, and public relations strategies and processes.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Demonstrated experience in project management.
- Superior digital literacy and technology skills, including web content development.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- An understanding of the Catholic Schools system.