



Program Coordinator, Compeer Program

Position Description

Position Title:	Program Coordinator Compeer Program
Responsible Council:	St Vincent de Paul Society NSW Support Services
Reports to:	Program Manager – Compeer & CSS
Direct Reports:	4 x Compeer Area Coordinators Administration & Volunteer Support Manage
Base Location:	Leichhardt office or other locations as required
Primary position objective:	To support the quality implementation, growth and development of the Compeer program, by managing, supporting and strategically developing team members and components of the program.

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 NSW 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.

Department Overview

The Compeer Program is a program of the St Vincent de Paul Society NSW State Council Support Services. It is affiliated internationally with Compeer Inc. which was established in 1973 in the United States. Compeer is a successful award winning and cost effective volunteer program that

has helped hundreds of consumers since 1995 reduce the stigma and isolation associated with mental illness through friendship and social support.

Compeer matches people diagnosed with a mental illness (friends) in friendship with a caring volunteer. One steady reliable and caring friend can make all the difference, bringing joy and hope into a person's life that may be empty of both. The Compeer model is based on the simple premise that people need other people in their lives to develop and maintain good mental and physical well-being.

Position Overview

Within the framework of Compeer's philosophy and objectives, and in consultation with the Compeer Program Manager, the Program Coordinator is responsible for overseeing the implementation, growth and strategic development of all team members and aspects of the Compeer program, so as to contribute to the growth, development and outcomes of the Compeer Program as a whole.

Duties & Responsibilities

In consultation with the Compeer Program Manager, the Program Coordinator is responsible for managing, supporting, and developing the Compeer program. The Program Coordinator is responsible for the day to day coordination of the program and support of the team.

Major Responsibilities

In consultation with and reporting to the Program Manager – Compeer and CSS

Program management

- Line-manage and support and develop team members in the roles of; Area Coordinator and Administration & Volunteer Support Office. This includes recruitment, training, supervision, planning and professional development.
- Report to the Compeer Program Manager on the performance and achievements of all team members.
- Assist team members to identify requirements for interns and volunteers. Oversee the selection, orientation and supervision of the volunteers and interns.

Program Management and Development

- Oversee the implementation and development of volunteer coordination and matching aspects of the Compeer program. This role also provides strong input and liaison to the role of the Client Intake. This includes; planning; training; budgeting; funding; reporting; developing networks and relationships; monitoring and evaluation.
- Develop annual and monthly plans and targets for each the Area Coordinators in consultation with the team members and Compeer Program Manager.
- Regularly review all aspects of the program to ensure they are meeting goals and work towards continued enhancement and development.
- On a monthly basis, review and reflect on successes, challenges and learnings, in consultation with the all team members
- From the review and reflection identify changes or new initiatives as appropriate,
- In consultation with the Program Manager identify funding and resource opportunities relevant to the Program Coordinators areas of responsibility. Liaise with funders/ key stakeholders to develop these opportunities.

Networking and relationships

- Provide input and liaise with Client Intake Officer on the development of relationships with mental health professionals/organisations to assist with attracting applications from people with

lived experience of mental illness & raising the profile of Compeer in the Mental Health Community, including organisations that represent people with lived experience.

- Develop relationships with other SVdP programs/operations, volunteer organisations, community organisations, corporates, etc., to raise the profile of Compeer in the sector and identify opportunities to promote the program to potential volunteers.
- Identify opportunities for the team to participate in or organise relevant events that present opportunities to network and promote Compeer.
- Develop and maintain communications and relationships with community and sector networks relevant to the Program Coordinators components of work. Identify opportunities to share learnings and collaborate on initiatives.

Communications

- Regularly communicate with other members of the Compeer team to update them on the Program Coordinator's components of work.
- Regularly communicate with relevant other SVdP Support Services programs to share learnings and explore opportunities to collaborate on the Program Coordinators components of work.
- Contribute to State Support Office Fundraising and Communications publications and newsletters on the Program Coordinators components of work.
- Direct the activities of the Administration & Volunteer Support Officer in identifying online promotion opportunities for the Compeer Program

Reporting and Administration:

- Compile monthly reports to the Program Manager
- Meet any other reporting requirements of Support Services, State Council, donors or other stakeholders as required.

Other

- Participation in, but not restricted to, staff meetings, planning, activities, work groups and all activities that enhance the team work approach of the St Vincent de Paul Society.
- Additional relevant duties as required/directed

Essential Criteria

- Relevant qualification &/or experience in community development, social work, mental health sector or related fields.
- An interest & understanding of the social impact of mental illness in the community
- Experience managing a team across diverse areas of work.
- Demonstrated effective communication, networking & interpersonal skills including the ability to articulate concepts and ideas to a range of internal and external stakeholders from a variety of backgrounds
- Ability to research and identify opportunities that will benefit the Compeer Program
- An innovative and creative thinker
- Demonstrated computer literacy, skills in the Microsoft Office suite, the internet & databases
- A willingness to work within the ethos and philosophy and Code of Conduct of the St Vincent de Paul Society
- Current Australian Driver's Licence

Desired Criteria

- Qualifications or experience in project management
- Qualifications or experience working with people with a lived experience of mental illness or disability
- Qualifications or experience in volunteer recruitment &/or management
- Qualifications or experience in monitoring and evaluation
- Lived experience of mental health issues and personal recovery

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