St Vincent de Paul Society

good works

Vi centCare

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EMPOWERING VICTORIANS



VISION

The Societyaspires to betecognised asa caring Catholic charityoffering"ahand up•to peoin need.*We* do thisbyrespecting theird ignity. sharingourhope,andenooragingthemtotake controlof theirowndestiny.

MISSION

The St Vincentd e PaulSociety isa layCatholic organisation thataspiresto livethe gospel messageby servingChristin the poorVfflMove, respect.justice,hopeandjoy and by wontingto shapea morejrJSt andcompassionatesodety VC'lcen tCa re Victoria's manda t VincentCare Victoriawasestablished in 2003 to extend theChristianmissionof the St Vincentde PaulSociety bysupporting *peop'e*experiencing homel nessand providingcare,hopeand advocacy for the mostdisadvantagedVictorians. Its purpoc..eis to aeateopportuiiiesandlasting changefor the mostmarginailsed.

VALUES

COMMITMENT• a!tyinservice toout mis.son, visionandw lues

COMPASSION• Welooming andservingall with understanding andwithout judgement

RESPECT· SeMCE! to allregard less ofaeed, ethnicor socialbackgrot.rld,health.genderor politicalopinions

INTEGRITY· Promoting,maintail'Wlgand adhering to our mission,"'5ionandvalues

ArNOCACV. Working to transformthecausesof pcwenyand challenging the causesof hlrnan injustice

COURAGE • Encouraging spi ritualgrowth. welcominginnovationand givinghopefor the *fuuue*

EMPATHY• Establishing refationstipsbased on respect, trust.friendship andperception



OUTCOMES FOCUSED



VALUES DRIVEN



OPERATIONALLY EXCELLENT



COMMERCIALLY SMART

ST VINCENT DE PAUL SOCIETY VICTORIA

Position Description

Job Title	Project Manager
Reports to	Manager Strategic Projects & Reporting
Department	Strategy, Technology & Impact
Direct/Indirect Reports	TBC
Date Revised	Jun 2026

Position Summary
The Project Manager role is responsible for the delivery of strategic project initiatives across the SVDP Group. They oversee multiple projects at any given time. This role requires a highly collaborative approach, working across multiple functions ensuring seamless execution and alignment of projects with strategic objectives. The Project Manager is responsible for planning, reporting & stakeholder engagement, leveraging strong Project management and change management skills to achieve project milestones and deliverables. This role will act as an advocate and steward of the SVDPV project delivery methodologyacross the business, supporting other functions to deliver projects in line with theframework. A suitable candidate for this role is someone who has a desire to understand the local context in which St Vincent De Paul Society operate to adapt their tools and approaches to work collaboratively with project stakeholders/Subject Matter Experts.

Position Key Responsibilities	
Project Management	• Lead the planning and execution of specific strategic projects, ensuring alignment with the SVDPV project delivery framework and Group Strategy. • Ensure consistent and appropriate project governance is maintained through the project. • Act as primary point of contact for assigned projects, facilitating cross-functional collaboration • Develop business cases for change, including options analysis, feasibility, cost & benefit estimation, and benefits management. • Support the translation of business requirements into business solutions. • Apply best practices in project management to oversee & report on project timelines, budgets, scope & resource allocation. • Identify project risks and develop mitigation strategies to ensure project continuity and success



Position Key Responsibilities	
Team Management	• Managing members of the core project delivery team, ensuring appropriate prioritisation and delivery of project work. • Anticipating competing project priorities and managing project resources to ensure successful project delivery.
Stakeholder Engagement	• Develop and maintain strong relationships with internal & external stakeholders including senior leadership • Ensure buy-in and support for projects. • Communicate project progress, risks & outcomes effectively. • Work closely with various departments and stakeholders to ensure that project goals are understood and that departmental contributions to the projects are coordinated and aligned
Change Management	• Lead change management activities including stakeholder identification, change impact assessments, and change planning to ensure smooth transition and adoption of new processes or strategies within the organisation.
Continuous Improvement	• Support the Project Office in improving project delivery maturity across SVDPV • Input into the ongoing improvement of the SVDPV project & change delivery framework. • Provide coaching to other staff on project management • Facilitate training sessions on project management/project delivery to broader organisation.
Contribute to the organisational culture	Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role Respect the values inherent within the organisation and encourage reflective practice in the workplace Engage, inspire and influence organisational culture Actively participate in activities that develop your personal and professional skills, knowledge and experience Regularly attend and actively participate in all team / divisional and organisational meetings Contribute to developing a culture of continuous improvement and respond positively to change
Safety	• Take reasonable care for your own safety and that of others in line with policy and procedures • Identify and report hazards within 24 hours of them occurring on the incident reporting system • Manage day to day risks in line with policy and procedures









THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

Key Selection Criteria

Qualifications

- Qualification or substantial experience in project management is required

Experience

- Proven experience in managing projects across complex and diverse organisations, with track record of successful project delivery
- Demonstrated ability to work cross functionally and lead project teams composed of various stakeholders & specialists.
- Proficiency in project management tools and approaches (e.g. RAID management, Waterfall & Agile delivery methodologies)

Skills/Knowledge

- Navigating a matrix reporting environment
- Experience working in the charity/not for profit sector
- Experience delivering technology projects
- Proficiency in Business Analysis & Change Management

Personal Attributes

- Organised with attention to detail
- Adaptability & flexibility to respond to changing priorities & manage diverse project demands
- Comfortable working proactively with limited supervision.
- Excellent interpersonal skills & can develop productive and positive relationships with people at different levels of authority.
- Comfortable taking accountability for complexing project deliverables where capability or resourcing gaps are identified.
- Advanced problem solving and time management skills, with an ability to meet tight deadlines.
- Right to work in Australia









Wellbeing, Health and Safety

Child Safety Statement

St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.

