

POSITION DESCRIPTION

POSITION TITLE:	OVERSEAS PARTNERSHIPS PROGRAM - FACILITATOR (AUSTRALIA)
OFFICE LOCATION:	National Secretariate Deakin West, Canberra, ACT
REPORTS TO:	Overseas Partnerships Program Director
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> National Council's Chief Executive Officer (NCCEO) through the Overseas Partnerships Program Director National Council's Executive Officer, Safeguarding Policy Officer & other Secretariate staff (Membership, Communications, Social Media, Website and IT) Overseas Partnerships Program Administrator Overseas Partnerships Advisory Committee State/Territory Overseas Partnerships Chairs, Members and Administration Supports State/Territory Overseas Partnership Network State/Territory Assist-A-Student related Contacts
CONDITIONS OF EMPLOYMENT:	Individual Employment Contract SCHADS Award Level: Level 5, Pay Point (depending upon experience)
LOCATION:	Canberra (office-based) preferred or Brisbane (home-based) with agreement
HOURS OF WORK:	Full time: 5 days per week (76 hours / fortnight)

OUR PURPOSE & VALUES

The Society is concerned not only with alleviating need but also with identifying the unjust structures that cause it. (The Rule, Part I Article 7.1)

MISSION

The St Vincent de Paul Society is a Catholic lay organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

VISION

The Society aspires to be recognised as a caring lay Catholic charity offering a 'hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

SOCIETY OF ST VINCENT DE PAUL NATIONAL COUNCIL OF AUSTRALIA INC.

The St Vincent de Paul Society has lent the hand of support to Australians experiencing disadvantage for over 170 years. Almost 45,000 members and volunteers dedicate their time and talents to this important work in communities across the country. As well as visiting individuals and families in their homes, the Society runs a range of programs to support people experiencing homelessness; family violence; mental illness; help for migrants and refugees; supported employment; addiction services; education and training; youth support services and Vinnies shops.

At the core of the Society's good work is a grassroots commitment to helping people break their own personal cycles of disadvantage. Our members and volunteers are on the ground, every day, acutely aware of the hardships that impact the social fabric of modern-day Australia.

International Commitment

The work of the Society also extends to helping others in need who live in our region. The St Vincent de Paul Society in Australia has a longstanding commitment to supporting and assisting its neighbours in countries in our region through its Overseas Partnerships Program, which consists of four components: Twinning, Projects, Assist A Student, and Emergency Relief and Humanitarian Assistance.

The basis of Twinning and Project support is a one-to-one relationship between a Conference/Council in Australia, and a Conference/Council one of the Council General International's three regions: Asia 1, Asia 2 and Oceania. These one-to-one relationships are established, supported and overseen through partnerships between the Australian National Council and the National Councils of the partner countries in Asia and the Pacific.

The operation of the OPP and its partnerships and relationships are governed and guided by:

- *The Rule* (Parts I, II and III)
- National Council's Constitution
- National Council's Strategic Plan
- The legal and statutory requirements of the Australian Government and the Government of the partner country.

ABOUT THE POSITION

All members of the Overseas Partnerships Program (OPP) contribute to ensuring that the Overseas Partnerships Program is delivered: in line with good development practice; creatively and cooperatively; efficiently and effectively; according to its governance arrangements; realising the Society's mission and OPP related strategic and operational plans, policy and procedures; and meeting the needs of our overseas partners and Australian stakeholders.

The OPP Facilitator (Australia) is responsible for increasing engagement in and support for the OPP within Australia. These goals can be achieved by following initiatives:

1. Being a proactive and responsive member of the National Council Secretariate team which oversees and facilitates the OPP program across the Society in Australia.
2. Working co-operatively to identify and implement innovative initiatives that strengthen engagement in the OPP by State/Territory stakeholders across jurisdictions.
3. Supporting engagement through facilitating the National Overseas Partnerships Network.
4. Building the capacity of State/Territory OPP office bearers through provision of guidance and/or training material and promotional resources.
5. Developing and delivering inspiring, informative and timely communications about the work of the OPP and ensure their dissemination via website, email, video and print.
6. Increasing support for the Assist A Student program from internal (Vincentian) and external (public) sources.
7. Facilitating regular, open and transparent communication between donors and beneficiaries.

CORE RESPONSIBILITIES

This position is responsible to the Overseas Partnerships Program Director for the following key accountabilities and the achievement of Key Performance Indicators (outlined at Attachment 1).

1. Facilitate the operation of and increased engagement in the Society's OPP program in Australia including in the Twinning program by internal (Vincentians) and the Assist A Student program by

internal and external (public) stakeholders including by working with State/Territory OPP, fundraising, membership and schools teams.

2. Develop and maintain strong relationships with:
 - State/Territory Overseas Partnership Committee Chairs, Members and Membership Supports
 - Chair and members of the National Overseas Partnership Network
 - Assist A Student program related stakeholders at State/Territory level (Membership, Schools, Fundraising Officers and Members)
 - Secretariate support team including Communications, Social Media, Website, IT and Safeguarding.
3. Facilitate the convening and support the activities of the National Overseas Partnership Network comprising Members and Staff engaged in the program at National and State/Territory level.
4. With support from the Secretariate's OPP and Communications teams, develop and disseminate OPP related communications materials (website content, newsletters, promotional materials, videos etc) promoting awareness of and engagement in the OPP program by internal (Vincentian) and external (public) stakeholders.
5. With support from the Secretariate's OPP and other teams, develop and disseminate OPP related training materials and resources to increase understanding of and engagement in the program.
6. Support the development and use of processes to strengthen program implementation and organisational learning including facilitating program monitoring, evaluation, reporting and learning (MERL) related activities (including those related to Australian Council for International Development Accreditation).
7. Practice, champion and integrate learning and good practice in international development, privacy, safeguarding, gender, disability and social inclusion in relation to the OPP and its twinning, projects and AAS initiatives and increased understanding of National Council's related policy and procedures.
8. Other duties may be required, as directed, commensurate with skills and abilities.

OH&S RESPONSIBILITIES

The National Council recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our companions and our residents), that is safe and healthy.

The OPP Facilitator (Australia) is responsible for ensuring that the activities they perform are conducted in accordance with the Associations Occupational Health and Safety Management System and in a manner that minimises the risk of injury or ill health to all people affected by the activity. Where the risk of injury or ill health cannot be eliminated completely the OPP Facilitator (Australia) working with the Chief Executive Officer is to ensure that appropriate and effective controls are documented and implemented to reduce the risk as far as practicable.

PROFESSIONAL DEVELOPMENT

The National Council supports the ongoing professional and educational development of its employees.

The Overseas Partnerships Program Director will assist the employee identify professional development opportunities and there shall be a personal development plan that is reviewed and updated each year.

SELECTION CRITERIA

ESSENTIAL	<ul style="list-style-type: none"> • An understanding of the International Development or Community Development sector, supported by a degree in a related field or experience working in the sector. • Experience and/or qualifications in Program Management including managing and strengthening partnerships and stakeholder engagement, supporting the defining and delivery of strategic outcomes and operational outputs that fulfil Mission and Values. • Experience and/or qualifications in systems that support the monitoring, evaluation, reporting and learning (MERL) of individuals and organisations by integrating good practice in community/international development, privacy, safeguarding, gender, disability and social inclusion. • Excellent analytical, writing, communication and cross-cultural skills in English language with the ability to develop and disseminate motivational communications across a range of mediums and media. • High level operational and time management skills, and computer literacy (Word, Excel, Outlook) skills. • The ability to work independently and in a team environment and demonstrated flexibility in achieving outcomes. • A sound understanding of the unique contribution of volunteers. 																																							
DESIRABLE	<ul style="list-style-type: none"> • Experience in Program Management in a Not for Profit with Australian Council for International Development and DFAT Accreditation. • Experience in establishing and managing Networks. • Experience in a membership and/or volunteer-based organisation. 																																							
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CULTURAL FIT	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the Society’s Mission, Vision and Values and will bring a collegial and collaborative approach when working with the Society’s workforce.</p>																																							