

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>OVERSEAS PARTNERSHIPS PROGRAM ADMINISTRATOR</b>
<b>OFFICE LOCATION:</b>	National Secretariate Deakin West, Canberra
<b>REPORTS TO:</b>	Overseas Partnerships Program Director
<b>OTHER PROFESSIONAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>National Council Chief Executive Officer</li> <li>Executive Officer &amp; other National Secretariate staff</li> <li>Overseas Partnerships Advisory Committee through the Overseas Partnerships Program Advisor</li> <li>Chairs, Members and Administration Supports of State/Territory Overseas Partnerships Committee</li> <li>Twining, Project and Assist A Student Officers of National Councils of overseas partner countries</li> </ul>
<b>CONDITIONS OF EMPLOYMENT:</b>	Individual, Fixed Term Employment Contract to cover an extended period of leave by the incumbent.
<b>HOURS OF WORK:</b>	P/T: 22.8 hours per week – with flexibility to accommodate someone needing to work within school hours or available day care.
<b>SALARY</b>	SCHADS Award Level 4, Pay point commensurate with skills/experience pro rata plus Super Guarantee.  Salary packaging benefits available on completion of probationary period.

**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.

**ST VINCENT DE PAUL SOCIETY 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 in three of the Council General International's 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**

The position of Overseas Partnerships Program Administrator supports the Overseas Partnerships Program (OPP) to run efficiently and effectively, in line with good development practice, according to established policy and procedures and meets the needs of our partners overseas. This includes:

1. Supporting the Overseas Partnerships Program Director and Facilitator, to administer the ongoing OPP program.
2. Supporting local conferences, regional and central councils and state/territory Overseas Partnerships Committees in their overseas development work by maintaining Australia's OPP databases, preparing remittances and status checks, updating records and preparing reports on Administration activities as required.

A key component of the position is to ensure timely and accurate record keeping and initiating and responding to communications with stakeholders of the program as identified above in professional relationships.

### **CORE RESPONSIBILITIES**

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

1. Support the operational functions of the Overseas Partnerships Program (OPP) by carrying out the administrative tasks for Twinning, Projects and Assist A Student.
2. Maintain the OPP and Assist A Student database, and develop, document and report on routine processes and identify improvements.
3. Assisting others in use of the databases by providing training sessions and developing resources.
4. Prepare records and documentation for the quarterly remittances and conference status checks sent to our overseas partners and quarterly and annual reports in relation to these.

5. Develop and maintain strong relationships with administration supports for State/Territory Overseas Partnership Committee members, including assisting in the development procedure manuals/documents, resources and providing administration training as needed.
6. Develop and maintain strong relationships with members of the State/Territory Overseas Partnership Committees, including supporting the development and deployment of regular communication, provision of resources and activities to build awareness of and engagement in the Society's OPP.
7. Operate within and support the implementation of OPP related organisational policy in relation to the use of technology, privacy, safeguarding and risk management.
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 Administrator is responsible for ensuring that the activities they perform are conducted in accordance with the Association's 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 Administrator 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 Facilitator 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**

- Experience implementing policies and procedures that ensure compliance with organisational, legal and statutory requirements.
- Experience in records management and/or accounting.
- Capacity to work with databases, including navigating, maintaining and assisting others in database management.
- Capacity to work with Microsoft Word, Excel and Outlook.
- Strong inter-personal and communication skills for building and maintaining relationships and identifying potential issues; including demonstrated experience in cross-cultural communication.
- Excellent analytical, writing and communication skills in English language.
- The ability to work independently and in a team environment and demonstrated flexibility in achieving outcomes.

#### **DESIRABLE**

- An understanding of the not for profit and/or international development sector, supported by a degree in a related field or experience working in the sector.
- An understanding of community development and the unique contribution of volunteers.
- An understanding of approaches to safeguarding and privacy.

### **INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION**

	Frequency		
	Often	Sometimes	Rarely
<b>Bending</b>			✓
<b>Computer based tasks</b>	✓		
<b>Driving</b>			✓
<b>Kneeling</b>			✓
<b>Lifting</b>			✓
<b>Sitting</b>	✓		
<b>Standing</b>		✓	
<b>Walking</b>		✓	

<b>CULTURAL FIT</b>	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.
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