



1. POSITION DESCRIPTION

Position Title:	Engagement and Projects Lead
Department:	Catholic Social Services Victoria
Location:	East Melbourne
Employment Status:	Permanent, part-time (0.9 FTE negotiable)
Reports to:	Executive Director, Catholic Social Services Victoria
Direct reports:	n/a

2. POSITION PURPOSE

The Engagement and Projects Lead provides timely secretariat support and co-opts working parties for specific projects. This role holds responsibility for the development and enactment of communication strategies and systems across our network of members, and targeted communications with the broader sector and public.

This role will organise consultations, draft plans and content and manage timely delivery of discrete projects that engage with and deliver shared value for our member organisations and other key stakeholders.

3. DEPARTMENT OVERVIEW

Catholic Social Services Victoria (CSSV) is the peak body for Catholic community services organisations in Victoria. CSSV works to support the mission of the Church to build a more just and compassionate society. We are inspired by the teachings of Jesus, our work is underpinned by Catholic social principles including: the inherent dignity of all human persons, the common good – with a preferential option for the poor, solidarity, and subsidiarity.

CSSV supports a dynamic network of forty-two member organisations, who in turn support over 200,000 Victorians each year. CSSV seeks to build up a vibrant community of shared activity between Catholic social and community service organisations, parishes and other Church agencies alongside the broader sector and others of goodwill to foster solidarity and practical responses with those in need.

Our work includes advocacy and policy development on issues that impact on society and on the work of CSSV members. We actively foster relationships to create systemic change and bring focus to the situation of the most marginalised and disadvantaged in our society.

CSSV works under the general direction of its Council, which is made up of member elected and nominated representatives. Within that framework, the Engagement and Projects Lead works closely with the Executive Director and Office Manager, as well as various working groups and committees to develop and execute projects and programs to meet the Council's objectives.

Staff of CSSV are employees of the Catholic Archdiocese of Melbourne and subject to the requirements and conditions of employment applicable to its employees.

4. ORGANISATIONAL DESCRIPTION

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

5. KEY ACCOUNTABILITIES

- Uphold and promote CSSV's Mission.
- Drive and consult on projects and other initiatives of importance, working with committees and working groups to draft and consult, taking initiative and ownership as needed.
- Work with the rest of the CSSV team in preparing and enacting strategic and operational plans.
- Assist the Executive Director in work related to policy and social change, including organising a range of ad hoc, periodic and ongoing forums, meetings and events with member organisations (and others) which provide for the raising and discussing of issues of social importance, the professional and spiritual formation of staff, and generally progress areas of prioritised work.
- Represent CSSV in a range of forums, at a range of levels, as required.
- Be committed to both the inherent value of building authentic relationships, collaboration and community, as well as ensuring these relationships lead to productive work for positive change.
- Utilise technological systems (e.g. CRMs) to enable a small team to have impact and engage a broad audience for events and topics that matter.
- Enjoy the Catholic tradition and working with a wide variety of faith communities, social work sector and other organisations for the common good.
- The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
- Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

6. JOB COMPETENCIES – (SKILLS)

- Fluent with technological systems (e.g. CRMs) that allow a small team to have impact and engage a broad audience for events and topics that matter.
- Understanding of, and interest in, current issues related to social service, justice and equity.
- Be able to write in a variety of styles: formal reports, website and social media copy, media releases, briefings, minutes.
- Comfortable with addressing groups and capable of designing and delivering consultations, workshops and events – including annotated agendas and background notes.

- Strong technical communication skills (including competency with mailchimp or similar CRM, WordPress etc.) and willingness to experiment and learn with emerging useful tools.
- Ability to humbly support strong networks within Catholic social service agencies and maintain working relationships with the broader sector and other relevant parties.
- National Police record and Working with Children Checks (essential).

7. PERSONAL COMPETENCIES – (ATTRIBUTES)

- Enjoy working with a small and energetic team, be self-motivated and be able to take responsibility, initiative and instruction.
- Always be looking for ways of working and systems/programs/tools that enhance cut through and simultaneously deepen personal relationships.
- Understanding of Catholic social teaching and a strong commitment to social justice and the mission and teachings of the Catholic Church.
- Demonstrated ability to manage priorities; to work independently and to take the initiative in achieving agency objectives.
- Demonstrated ability to work effectively as a team member, including working collaboratively to develop and deliver joint projects, achieve change and influence outcomes.

8. KEY SELECTION CRITERIA

- Understanding of Catholic social teaching and a strong commitment to social justice and the mission and teachings of the Catholic Church.
- Be able to write in a variety of styles: formal reports, website and social media copy, media releases, briefings, minutes.
- Demonstrated experience in designing and delivering consultations, workshops and events.
- Strong technical communication skills (including competency with mailchimp or similar CRM, WordPress etc.).
- Sound knowledge of social and strategic planning, and community development approaches and practice.
- Demonstrated ability to manage priorities; to work independently and take initiative to achieve objectives.
- Demonstrated ability to work collaboratively to develop and deliver joint projects, achieve change and influence outcomes.

9. OUR WORKPLACE VIRTUES

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom:** Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity:** Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty:** Blessed are those who act honestly, they will be trusted by others.
4. **Compassion:** Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability:** Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness:** Blessed are those who are able to forgive, for they will be forgiven.

7. **Generosity:** Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage:** Blessed are those who have the courage of their convictions, for they are modern heroes and heroines.¹

10. POSITION DESCRIPTION ACKNOWLEDGEMENT

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Engagement and Projects Lead. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

¹ Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009