POSITION DESCRIPTION

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| **Position Title:** | **OVERSEAS PARTNERSHIPS PROGRAM - FACILITATOR (OCEANIA)**  |
| **Office Location:** | National Council Secretariate, Deakin West. Canberra, ACT |
| **Reports To:** | Overseas Partnerships Program Director |
| **Other Professional Relationships:** | * National Council’s Chief Executive Officer through the Overseas Partnerships Program Director.
* Council General International’s ITVP Oceania and Zone, Twinning and Special Projects Coordinators.
* St Vincent de Paul Oceania Partnership Program’s Implementation Steering Committee and National Presidents Network.
* National Presidents and National Councils office bearers of Overseas Partner Countries in Asia and Pacific.
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| **Conditions of Employment****Location:****Hours of Work:** **Salary:** | Our preference is for this to be a Canberra based individual employment contract role as follows:* Part Time (3 days a week or equivalent over a fortnight).
* SCHADS Award Level: 5, Pay Point (depending on experience) plus 11% SGL.
* 12-month contract (with 3-month probationary period).
* Overseas travel and some outside normal work hours activities required.
* National Council Secretariate has a flexible in-office and work from home approach.
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| Our Purpose and 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)*MISSIONThe St Vincent de Paul Society is a lay Catholic 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.VISIONThe 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 almost 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.

**Oceania Commitment**The National Council’s of Australia and New Zealand have agreed to work together to make a long-term contribution to supporting the formation, self-sufficiency and sustainability of National Societies in Oceania through the Society of St Vincent de Paul (SSVP) Oceania Program. The National Council of Australia has also agreed to provide Secretariate support to the (SSVP) Oceania Program. It may also need to provide Secretariate support to CGI’s ITVP and Oceania team. This is in addition to the National Council of Australia’s ongoing Twinning partnerships with a number of Societies in the region (Fiji, Solomon Islands, Kiribati, Federated States of Micronesia and Vanuatu); its support for the formation of a National Council in Timor-Leste and Papua New Guinea; and support for Twinning relationships between State/Territory Councils and Overseas National Councils. |
| **ABOUT THE POSITION** |
| All members of the Overseas Partnerships Program (OPP) contribute to ensuring that the OPP 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 primary role of the **OPP Facilitator (Oceania)** is to provide as needed facilitation and support for the National Council’s work in Oceania including its SSVP Program, Formation and Twinning initiatives. This will require overseas travel to our partners countries in the Pacific including Fiji, Solomon Islands and Kiribati. |
| **KEY BUSINESS DRIVERS (KBDs)** |
| This position is directly responsible to the **OPP Director**, or their delegate with dotted line responsibility to the International Territorial Vice President - Oceania, for the following KBDs and the achievement of Key Performance Indicators (KPIs) (which are outlined at Attachment 1).1. Supporting the provision of Secretariate services to the SSVP Oceania Partnership per approved governance arrangements.
2. Supporting SSVP Oceania Partnerships operational planning and the implementation of program activities by region and by country.
3. Documenting National Society Development milestones on dashboard.
4. Supporting legal, financial, and administrative compliance with Vincentian, Australian, New Zealand and local governance requirements including provision of annual accounts and audits.
5. Identifying core costs of each National Council’s operations and scoping core cost funding model.
6. Supporting strengthening of National Council communications and information systems technology.
7. Supporting Oceania National Councils to develop Special Vincentian Support Project applications to contribute to National Society Development or improve National Council operations and/or infrastructure.
8. Monitoring, evaluating and reporting on the SSVP Oceania Partnership and its program’s outputs and outcomes.

These KBDs and the associated KPIs cannot be delegated without the authority of the CEO or their delegate. Other duties may be required, as directed, commensurate with skills and abilities. |
| **OH&S RESPONSIBILITIES** |
| 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 (Oceania)** 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 Facilitator (Oceania)** 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 Chief Executive Officer 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** | * Relevant degree/skills in financial and business administration.
* Previous experience working in the Pacific or in developing country contexts.
* A demonstrated capacity to implement financial, governance and business systems in a developing country context.
* A demonstrated capacity to achieve outcomes through working with other in a complex multi-stakeholder environment in a strategic manner.
* Well-developed interpersonal and communication skills, both verbal and written, with personal skills of negotiation, adaptability, and initiative with the ability to engage and influence a diverse range of stakeholders.
* Understanding of the concept of confidentiality and respect for in camera conversations.
* Demonstrated ability to meet deadlines in a high-volume environment.
* Demonstrated capability to be self-directed in a high-volume demand-driven environment with a ‘can-do’ attitude – you must be a colleague who initiates, progresses and completes strategic tasks.
* Strong cross cultural and inter-personal and communication skills for building and maintaining relationships and identifying potential issues.
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| **DESIRABLE** | * Minimum five years’ experience in a similar role or demonstrated aptitude to meet the criteria.
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| **INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION** |
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|  | **Frequency** |
|  | **Often** | **Sometimes** | **Rarely** |
| Bending |  |  | **P** |
| Computer based tasks | **P** |  |  |
| Driving |  |  | **P** |
| Kneeling |  |  | **P** |
| Lifting |  |  | **P** |
| Sitting | **P** |  |  |
| Standing |  | **P** |  |
| Walking |  | **P** |  |
| Overseas travel | **P** |  |  |

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| **CULTURAL FIT** | 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. |

KEY PERFORMANCE OUTCOMES

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| **Position:** | **Name of Role** | **Manager:** |  |
| **Period:** |  | **Assessment:** | Chief Executive Officer |

| **#** | **Key Result Area** | **Performance Indicators** |
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| **POSITION DESCRIPTION & KPI ACKNOWLEDGEMENT** |
| I have read, understood and agree to comply with the above position description and KBDs. |
| **Employee Signature:** |  | **Date:** |  |