



POSITION DESCRIPTION

POSITION TITLE:	Committee Support Manager
OFFICE LOCATION:	National Council Secretariate, Deakin West Home Office
REPORTS TO:	Chief Executive Officer
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • Members of National Council • Members of St Vincent de Paul Society National Redress Scheme Ltd • Members of various National Council Standing Committees, Advisory Committees and national networks • Senior employees within the national Council Secretariate • Office holders of overseas National Councils
CONDITIONS OF EMPLOYMENT:	0.8 FTE – Mondays are not available. This position requires in office attendance; some WFH can be available where this accommodates the position’s commitments.. Some outside normal work hours activities are required.
HOURS OF WORK:	SCHADS Award Level 5, Pay point commensurate with skills/experience. pro rata plus SGL. Salary packaging benefits available on completion of a six-month 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 those who come to us for support to take control of their own destiny.

SAFEGUARDING

National Council, on behalf of the Society in Australia, commits to protecting the safety and wellbeing of all children and adults at risk who come into contact with the Society in Australia.

National Council, acting as the “Church Authority” to Australian Catholic Safeguarding Ltd (ACSL), represents the Society in Australia on safeguarding matters that relate to the National Catholic Safeguarding Standards (NCSS). National Council is not responsible for a State or Territory Council’s compliance with civil safeguarding legislation or regulations.

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 175 years. Almost 45,000 members and volunteers dedicate their time and talents to this important work in communities across the country.

The St Vincent de Paul Society National Council of Australia is united in its spirituality and management through the International Confederation of the St Vincent de Paul Society (*The Rule*, Part II, Art. 1.1). National Council is instituted by the International Council General (*The Rule*, Part III, Art. 15) and follows the international and Australian statutes outlined in *the Rule*.

The St Vincent de Paul Society in Australia ('the Society in Australia') is governed by *The Rule* which embraces the principle of subsidiarity such that decisions are made as close as possible to the level where activities are performed ensuring local circumstances are taken into consideration (*The Rule*, Part I, At 3.9).

The Society in Australia consists of the National Council and six State Councils and two Territory Councils that together assist the Society's members carry out good works.

The St Vincent de Paul Society National Council of Australia Inc.

Under *The Rule*, the National Council is the Society's superior council in Australia (*The Rule*, Part II, Art. 1.6). National Council authorises the legal entities that operate in Australia in the name of the St Vincent de Paul Society. Each of the Society's nine councils in Australia is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Each Council deploys a corporate body that allows the Society to conduct its business within the laws of the land. This governance framework sees Society Members following *The Rule* and the Objects contained in their respective civil constitutions. Civil constitutions are subservient to *The Rule* except where legislation requires a corporate body to abide by a jurisdiction's legislative and regulatory requirements.

National Council and some of the state and territory councils have established and control separate subsidiary bodies corporate to assist in the good works of the Society. Each subsidiary entity is registered with the ACNC.

National Council, each state and territory council and each subsidiary entity has its own safeguarding policy and procedures as required by law. National Council's safeguarding policy is a cornerstone of the organisational culture of providing a safe and secure environment for children and vulnerable adults when they come into contact with the Society in Australia.

National Council is responsible for ensuring each council has safeguarding policies and procedures in place and that all Society Members, volunteers and employees follow the Society's safeguarding policies that apply to them. Compliance with the legal requirements applying to safeguarding policies and procedures in each state and territory is the responsibility of the relevant state or territory council.

National Council meetings provide a forum for State and Territory Councils to report on their safeguarding activities and to discuss and consider national safeguarding policy directions which ensure best practice is achieved across the Society in Australia.

National Council is an active member of the SSVP Oceania Partners Forum which involves the National Councils in the Oceania Zone. The Forum is committed to support culturally appropriate initiatives designed to ensure safeguarding practices are implemented at the local level.

ABOUT THE POSITION

The position **Committee Support Manager** has the following core responsibilities:

- A. to provide support to the Chief Executive Officer and senior managers within the Secretariate to ensure the National Council, its related corporate body meet their corporate governance and compliance obligations; and
- B. to provide secretariate and support services that assist with the smooth and efficient functioning of National Council standing committees, advisory committees and national working groups that are established to assist National Council to deliver its strategic goals.

Refer to National Council's Governance Framework (Attachment A). The following groups are in scope:

1. St Vincent de Paul Society National Council of Australia Inc.
2. Board Standing Committees:
 - International
 - Safeguarding
 - Audit, Risk & Finance
 - Legal & Governance
 - Brand Stewardship
 - National Natural Disasters
 - Membership, Mission Spirituality
 - Spirit of Youth
3. National Council Advisory Committees:
 - School Communities
 - Encounter Program
4. National Council Convened Working / Network Groups
 - National Membership Network
 - National Mission and Spirituality Network
 - Spiritual Advisors Network
5. St Vincent de Paul Society National Redress Scheme Ltd Board of Directors
6. SSVP Oceania Partners Forum

There are likely to be new or evolving governance arrangements over time. A key component of the position is to ensure timely and accurate record keeping, convening and coordination of meetings, and initiating and responding to communications with stakeholders as identified above in professional relationships.

KEY RESPONSIBILITIES

The **Committee Support Manager** will work closely with and be responsible to the Chief Executive Officer or his delegate for the following key responsibilities:

1. Provide secretariate services that support, coordinate and assist the management of activities conducted by committees and, where required, to proactively ensure responses meet deadlines;
2. Regarding the committees supported, develop and oversee the implementation and evaluation of administrative practices, systems, procedures and communications to optimise secretariate efficiency and support the achievement of quality outcomes;
3. Provide management and coordination of meetings – online and *in situ*.
4. Prepare, manage, and review the provision of high-level communications and correspondence including briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy and timeliness of written information;
5. Maintain the Society's records, including the appropriate storage (e.g. minutes) and upkeep of relevant registers and information systems to ensure corporate knowledge is maintained;
6. 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 public and those whom we serve (our companions and our residents), that is safe and healthy.

The **Committee Support Manager** will work with the Chief Executive Officer to assist with 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 **Committee Support Manager** 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

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • Relevant degree. • An inquiring strategic mind. • Demonstrated above average written and oral communication including preparation of Agenda, Minutes and Briefing Papers • Ability to relate to a wide range of stakeholders. • Understanding of the concept of confidentiality and respect of material discussed <i>in camera</i> conversations. • Demonstrated ability to meet deadlines in a high-volume environment. • Be self-directed in a high-volume demand-driven environment, and a 'can- do' attitude colleague who initiates, progresses and completes strategic tasks. • Strong inter-personal and communication skills for building and maintaining relationships and identifying potential issues.
<p>DESIRABLE</p>	<ul style="list-style-type: none"> • Knowledge of governance frameworks • Minimum three years' experience in a similar role or demonstrated aptitude to meet the criteria. • Strong understanding of corporate governance issues and the ability to apply these in a practical manner.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving			✓
Kneeling			✓
Lifting			✓
Sitting	✓		
Standing		✓	
Walking	✓		

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.
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ATTACHMENTS:
[National Council Governance Framework](#)
[National Council Strategic Plan](#)