

Executive Director, Catholic Social Services Victoria (CSSV)

POSITION DESCRIPTION

Reports to: Chair of Council at CSSV

Conditions: The position is full time and for a term of five years, including a six-month probationary period. A competitive remuneration package will apply.

Context:

Catholic Social Services is an Incorporated Association in Victoria. It is the peak body for Catholic social service agencies in the State of Victoria. Its work is governed by a Council of elected and appointed members.

It is auspiced by the Catholic Bishops of Victoria to advance the mission of the Church in service and work for justice.

The principal purpose of CSSV is to advance the ministry of Catholic charitable and social services as an integral part of the mission of the Church in Victoria by supporting the provision of benevolent relief to people in need through acting as a peak body for Catholic community service organisations in Victoria that provide benevolent relief to those who are vulnerable and experience poverty, sickness, suffering, distress, misfortune, disability, homelessness, destitution or other disadvantage, always in accordance with the principles of Catholic social teaching and Church laws.

In advancing its principal purpose, CSSV's objects are:

- (a) Discerning and promoting within the Church and its agencies and ministries a contemporary vision and focus of the Church's social mission in the provision of charitable and social services to people in need;
- (b) Representing CSSV Members and the Church in responding to social welfare issues so as to bring about social change in accordance with Catholic social teaching;
- (c) Resourcing the Bishops, Religious Institutes, Church agencies, ministries and other Church-based groups with regard to their social welfare pastoral responsibilities and ministries;
- (d) Encouraging collaboration in the promotion of opportunities for service delivery and mission development;



- (e) Giving effective voice to the experiences and struggles of people who are in benevolent need due to being disadvantaged and marginalised through researching, publishing and speaking on issues of justice and equity

Role Purpose: The Executive Director's role is to bring positive, practical and visionary leadership to the work of Catholic Social Services Victoria.

Main Accountabilities:

1. Support the planning and priorities of the Council in addressing the purpose and objects of CSSV. Report in a timely and accurate manner to the Council on the strategic plan and on the CSSV Secretariat's activities and performance.
2. Plan and direct the work of CSSV so as to maximise its effectiveness and efficiency in accordance with its Mission and Constitution and within approved budgets; lead and manage a small group of staff
3. Conduct the advocacy and associated relationships with State and local governments, media, CSSA, other peak bodies, Catholic health and other parts of the Church in Australia; establish and maintain productive relationships with relevant bureaucrats and others who make or influence policies and regulations; ensure that members' issues with respect to government policies are brought to the table and dealt with productively.
4. Consult, advise and assist member agencies on policy responses and initiatives as regards proposals to/from governments; initiate, commission and oversee research as appropriate to support or guide policymaking.
5. Establish and maintain effective communications with the bishops and other major stakeholders so as to assist them in their social and pastoral mission.
6. Promote the Catholic ethos, identity and profile of the CSSV member agencies; promote and facilitate collaboration among the networks and assist them as appropriate in the interpretation and implementation of Catholic social justice principles as contained in its social doctrine.
7. Facilitate closer links and relationships between member agencies and Parish communities.

Qualifications and Experience:

1. Relevant Tertiary Qualification such as, Social Science, Social Policy, Business
2. A working knowledge of Catholic social teaching.
3. Mature judgement and discernment and demonstrated leadership skills
4. Excellence in personal and social relationships and communication skills, both oral and written
5. Demonstrated ability to influence others in a positive and productive manner



6. Advanced policy and advocacy skills, and a good understanding of Government policy processes
7. Several years' experience either in leadership of a social service agency or in relevant government or business agencies
8. Experience in working with Boards (Council and committee structures)
9. Extensive networking of relevant key contacts.
10. A strong and personal commitment to the values and practices of the Catholic Church.