

## POSITION DESCRIPTION

<b>Position Title:</b>	Youth Officer ( <i>Portfolio: Engagement &amp; Experience – Schools</i> )
<b>Location:</b>	Box Hill
<b>Reporting to:</b>	Youth Engagement Team Leader
<b>Direct Reports:</b>	NA

### ORGANISATIONAL CONTEXT

#### Our Vision

The Society aspires to be recognised as a caring 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.

#### Our Mission

The St Vincent de Paul Society (the 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.

#### Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

#### Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

*Youth Officer: Engagement & Experience (Schools): November 2019*



## Our Child Safety Commitment

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

## PURPOSE OF ROLE

The Youth Officer will create and deliver meaningful engagement opportunities and volunteer experiences for students at school. They will also support the growth and sustainability of 'Mini Vinnies' groups across the state.

## ABOUT THE YOUTH ENGAGEMENT TEAM

The purpose of the Youth Engagement Team is to build a vibrant and active youth membership. Their core work is to respond to the needs of young members, build their leadership capacity and support them to deliver good works in the community.

There are a number of Youth Officer roles in the team. Each Officer role carries a portfolio area and will work collaboratively across portfolio areas when required.

## KEY PROGRAM DESCRIPTIONS

A **Mini Vinnies conference** is a Vinnies group based in a primary school. Students and a coordinating teacher come together to do good works in their community such as fundraising and food collections.

**Soup Van Street Retreats (SVSR)** are a meaningful service learning opportunity for a small group of senior secondary students and staff to attend a guided experience on a Soup Van. Prior to attending, students and staff undertake a preparatory educational workshop and receive debriefing after each Soup Van stop.

**Workshop facilitators** are volunteers who are trained to deliver educational workshops to students about the Society and our works.

**Mini Vinnies Gatherings** are events that bring together Mini Vinnies conferences in a particular region to build stronger connections to the Society, share ideas, network and contribute to joint projects.



## KEY ACCOUNTABILITIES

Key Accountability	Deliverables
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>• Positively contribute to and influence organisational culture</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system</li> <li>• Manage day to day risks in line with policy and procedures</li> </ul>
<b>School engagement</b>	<ul style="list-style-type: none"> <li>• Lead the pilot and implementation of the Retail Donation Points in Schools project</li> <li>• Train volunteer facilitators to lead Vinnies "workshops" in schools</li> <li>• Coordinate and create meaningful content for Mini Vinnies Gatherings and retreats in schools</li> <li>• Investigate and create new Mini Vinnies engagement opportunities and resource content</li> </ul>
<b>School experiences</b>	<ul style="list-style-type: none"> <li>• Coordinate the Soup Van Street Retreats Program</li> <li>• Create new volunteer experiences for students</li> <li>• Update and create meaningful workshops for students</li> <li>• Assist with Facilitator training and the delivery of engaging and interactive school workshops</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Support the start-up of Mini Vinnies conferences in primary schools by liaising with teachers and local conference Presidents</li> <li>• Actively seek to recruit new Mini Vinnies and youth to the Society by engaging in new and innovative ways</li> <li>• Be responsive to the recruitment needs of membership and school groups</li> </ul>
<b>Child-related activity safety procedure and support</b>	<ul style="list-style-type: none"> <li>• Take care to ensure youth initiatives are in line with the organisation's Child Safety Policy across the team's programs and events</li> <li>• Assist in the deliverables of the team's risk register</li> <li>• Roster on the on-call responsibility for Youth Engagement activity</li> </ul>
<b>Support of Youth Engagement Team events and deliverables</b>	<ul style="list-style-type: none"> <li>• Assist with the planning and delivery of youth events and initiatives</li> <li>• Be proactive and work collaboratively with the team to achieve objectives</li> </ul>



## POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Youth Engagement Team Leader	Internal	<ul style="list-style-type: none"> <li>Reporting, accountability and supervision</li> </ul>
Youth Engagement Team	Internal	<ul style="list-style-type: none"> <li>Team support and interaction</li> </ul>
Departmental Staff	Internal	<ul style="list-style-type: none"> <li>Team support and interaction</li> </ul>
State Youth Team	Internal	<ul style="list-style-type: none"> <li>Relationship building, networking and resourcing</li> </ul>
National Youth Team	Internal	<ul style="list-style-type: none"> <li>Support and facilitation</li> </ul>
Staff of St Vincent de Paul Society	Internal	<ul style="list-style-type: none"> <li>General contact and interaction</li> </ul>
Volunteers and Conference Members	Internal	<ul style="list-style-type: none"> <li>Relationship building, training, supporting and encouraging</li> </ul>
Schools, Parishes and Universities	External	<ul style="list-style-type: none"> <li>Support and facilitation</li> <li>Relationship building, networking and resourcing</li> </ul>

## KEY PERFORMANCE INDICATORS

These will be developed by the Team Leader in consultation with the incumbent and will regularly be reviewed.

## DELEGATIONS OF AUTHORITY

Achievement of departmental budget by ensuring all work related expenditures are authorised by either Team Leader or General Manager.



## KEY REQUIREMENTS

### Qualifications (required)

- Tertiary qualifications (Bachelors or higher) in a related discipline, including education, social sciences or community development

### Skills

- Ability to promote the ethos of the St Vincent de Paul Society to young people to deepen their commitment to social justice and assisting others
- Ability to speak in front of large groups and facilitate learning discussions with school groups
- Ability to work both independently and collaboratively
- Project Management skills
- Excellent written and verbal communication skills
- Drivers licence

### Knowledge / Experience

- Leadership experience working with youth, including the ability to develop collaborative working relationships
- Experience in program and/or project coordination
- Excellent organisation and time management, including the ability to set priorities
- Experience in networking and collaborating with a variety of stakeholders

### Attributes

- Empathy and understanding of the ethos and mission of the St Vincent de Paul Society
- Highly positive and enthusiastic style capable of motivating others.
- Open to new work practices and responsive to change

**\*\*Flexible working hours, including a number of weeknights & weekends required**

**Requirements for travel to multiple locations across the State\*\***

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.