

# Schools Engagement Officer - Metropolitan Position Description

<b>Directorate:</b>	Membership, Volunteers and Regional Operations
<b>Reports to:</b>	Manager Schools and Youth Engagement
<b>Direct reports:</b>	Nil
<b>Location:</b>	Metropolitan region – Auburn, Wentworthville or Chatswood office location
<b>Primary position objective:</b>	Contribute to implementation of the school engagement initiatives and activities within the region.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

## Directorate overview

This position is in the Membership, Volunteer and Regional Operations directorate. The teams within the directorate and their functions are:

**Member and Youth Experience:** this team is responsible for state-wide membership strategy and engagement; member recruitment and onboarding; Conference support; youth and schools' strategy and engagement; and learning and development needs identification.

**Member Programs:** this team is responsible for state-wide program management and will support local delivery of membership programs, services and assistance including WE CARE, EAPA, NILS, ERF, Twinning and other emerging programs.

**Volunteer Experience:** this team is responsible for state-wide volunteer strategy and engagement; volunteer recruitment and onboarding (including compliance); and learning and development needs identification.

**Regional Operations:** this team is responsible for local implementation of conference engagement; member, youth and school's engagement; volunteer engagement; WE CARE process; regional leadership; community engagement; community needs analysis; and enabling functions coordination.

## Accountabilities and responsibilities

The Schools Engagement Officer will:

- Contribute to the successful implementation of the Strategic Plan within their region.
- Plan and implement specific projects, events and initiatives to strengthen school engagement in the region, as determined by the Regional Director, working in collaboration with the Schools and Youth team across the region including the Central Council Youth representative(s).
- Contribute to the effective implementation of social justice & advocacy initiatives, fundraisers and appeals for schools, as directed by the Regional Director.
- Support the delivery of timely and relevant communications to schools utilising technology and social media as required.
- Collate information, analyse data, prepare documentation and correspondence in line with quality

and organisational requirements, to ensure accurate record keeping, support information flow and inform decision making.

- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.
- Support the Regional Director and other members of the Regional Operations team with any other task, in the nature of the position.

## Critical Key Performance Indicators (KPIs)

- Increase attraction and participation of schools in the Society's activities.
- Deliver project and administrative tasks in line with agreed quality standards, timeframes and milestones.
- Support the flow of information between teams and directorates to inform decision making.

## Key working relationships

In addition to the Manager, Schools and Youth Engagement, the Schools Engagement Officer will foster close working relationships with:

- Central Council Youth representative(s) within the region;
- State Youth Engagement Coordinator (Member & Youth Experience team);
- Schools Engagement Officers and Coordinators in other regions (Regional Operations);
- Youth Engagement Coordinators in other regions (Regional Operations).

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

## **Role-specific criteria**

- Demonstrated passion for working with children and young people in an empowering capacity.
- Proven project coordination skills and the ability to manage competing priorities.
- Demonstrated experience providing operational and administrative support in teams working remotely and across various locations.
- Proven communication (including public speaking) and interpersonal skills across a range of mediums.
- Proven ability to effectively engage with internal and external stakeholders, including teachers, members, volunteers and staff delivering a variety of services.
- NSW driver licence and capacity to travel within the region.
- Capacity to work intermittently out of hours, including weekends and evening events.

## **Desirable criteria**

- Relevant tertiary qualifications in human services, teaching, business, office administration or equivalent.
- Experience in community relations, events or fundraising.
- Experience analysing data and collating insights to inform decision making within the organisations.
- Demonstrated knowledge of and experience effectively engaging with local schools, including primary and secondary schools.
- Experience working in a membership-based organisation to support and empower members and volunteers.