



POSITION DESCRIPTION

Position Title:	Member
Reporting to:	Leader – (Conference President)
Direct Reports:	N/A
Term:	N/A

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; assistance centres; youth programs; soup vans; assistance for asylum seekers and refugees; 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’), regional level, central council level, and state level. There are also a number of volunteers who form part of collaborative state and national committees, special works and 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.

Member: July 2019



Our Child Safety Commitment

St Vincent de Paul 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 of child safety.

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 LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy.

PURPOSE OF ROLE

The role of the member is firstly to participate in conference meetings and activities in order to build rapport with other conference members. Secondly, the role involves the development of a genuine connection with each person seeking assistance, partly to get a clearer indication of the person’s situation so that ways to assist more effectively can be developed, but equally importantly, to offer friendship and conversation. The primary focus is to help with the immediate needs of the person in the spirit of a "hand-up" by looking to address longer-term needs as well as immediate ones.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Contribute to the local conference	<ul style="list-style-type: none"> • Respect and demonstrate the mission, ethos and values of the St Vincent de Paul Society • Build rapport & relationships with conference members • Regularly attend and actively participate in all conference meetings • Maintain an understanding of The Rule, Society Policies and Procedures and how they apply to all conference activities • Participate in training and activities that develop personal and professional skills, knowledge and experience to support the work being carried out • Actively support a diverse and inclusive conference and foster a culture with our mission at its centre • Communicate confidently, respectfully and clearly to effectively respond to and resolve conflict where appropriate
Good Works	<ul style="list-style-type: none"> • Participate in the Good Works of the conference (this may include assistance centres, home visitation, education support, etc.) • Build rapport & relationships with the people we serve • Provide accurate and detailed records of the people assisted • Maintain confidentiality and assist the people we serve with compassion, empathy and respect without judgement • Ensure that all activity is ethical and compliant with legislation, regulation and organisational policies and procedures • At all times behave in a manner which protects and enhances the reputation of The Society



Spiritual Formation	<ul style="list-style-type: none"> Participate in spiritual formation activities (conference meeting reflections, training and special events) to deepen your spirituality to foster your Vincentian vocation
Safety	<ul style="list-style-type: none"> Take reasonable care for your own safety and that of others who may be affected by your actions or lack of actions Identify and report hazards within 24 hours of them occurring on the incident reporting system Manage day to day risks in line with policy and procedures Ensure adherence to compliance activities including maintaining valid police check and WwCC.

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Conference President	Internal	<ul style="list-style-type: none"> Conference Leader
Conference Members	Internal	<ul style="list-style-type: none"> Colleagues
The people we serve	External	<ul style="list-style-type: none"> Recipients of our service

DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy. (see – need reference here)

KEY COMPETENCIES

Skills

- A willingness to create a more just and caring world through actively practising servant leadership
- Ability to listen authentically to the concerns of others without judgement
- Ability to make considered decisions through effective and respectful questioning
- Ability to maintain discretion and confidentiality

Knowledge / Experience

- Knowledge of the Society's mission, vision, values and services
- Knowledge of, or a willingness to, learn about the challenges facing the people we serve and the behaviours which drive requests for help
- Knowledge of, or a willingness to, learn about other appropriate resources or services to respond more



effectively to requests for help

Attributes

- Actively demonstrates the values of the Society through leading by example
- Demonstrates a willingness to contribute to a culture of trust and integrity
- Demonstrates a willingness to learn and adapt to change

KEY REQUIREMENTS

Appointments to this position are made in accordance with the Rule.

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. TRAINING WILL BE AVAILABLE FOR ALL NEW MEMBERS, BOTH FACE-TO-FACE AND ON-LINE.