



POSITION DESCRIPTION

Position Title:	Leader – (Conference President)
Reporting to:	Regional President
Direct Reports:	Members
Term:	Up to 4 years

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’), 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.

Leader: 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

Leaders play an essential role within conferences to provide an environment that encourages and supports members to contribute positively to the people we serve. They provide an encouraging atmosphere in which the talents, capacities and spiritual charisms of the members are identified, developed and put to the service of the poor or to the St. Vincent de Paul Society. The President of the Conference (or Council) will have special responsibility for promoting Vincentian spirituality, mission and values, and as a role model promoting servant leadership.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Leading the local Conference	<ul style="list-style-type: none"> • Ensure the mission, ethos and values of the St Vincent de Paul Society are incorporated into all aspects of the conference and its good works • Lead and respond positively to change • Actively support a diverse and inclusive conference and foster a culture with our mission at its centre • Coordinate and Chair conference meetings and prepare meeting agendas • Support conference members understanding of The Rule and Society policies and procedures • Communicate confidently, respectfully and clearly to effectively respond to and resolve conflict • Be an active member of the Regional Council and represent local issues, needs and concerns at the Regional Council meetings
Good Works	<ul style="list-style-type: none"> • Lead and oversee the Good Works of the conference (this may include assistance centres, home visitation, education support, etc.) Build rapport & relationships with conference members and the people we serve Maintain accurate and detailed records of the people assisted by the conference Maintain confidentiality and assist the people we serve with compassion, empathy and respect without judgement • Actively network and present the good works of the Society in the community • Sustain and build external relationships with the wider community to understand emerging needs of the people we serve and inform future



	<p>assistance.</p> <ul style="list-style-type: none"> Allocate visitation roster in collaboration with the person responsible for managing visits
Recruitment, Retention and Succession Planning	<ul style="list-style-type: none"> Recruit new members Consulting with conference members to appoint suitable candidates to office bearer positions Encourage participation in training and spiritual formation Create a supportive environment which ensures members efforts and contributions are directed to the people we serve Plan for succession of members into Office Bearer roles including Conference President in the relevant timeframes
Accountability, Compliance and Financial Oversight – Leader	<ul style="list-style-type: none"> Oversee preparation of annual budget and annual declaration and ensure submitted on time Ensuring monthly and quarterly reports are submitted in a timely manner Ensure that all activity is ethical and compliant with legislation, regulation and organisational policies and procedures Ensure all current members actively maintain their compliance requirements (police checks and working with children checks)
Spiritual Formation	<ul style="list-style-type: none"> Encourage and build a culture of reflective practice within the conference Actively support the Spiritual Advisor’s lead of spiritual formation of the conference by conducting and guiding Reflections and spiritual gatherings (such as Easter, Christmas) Guide members to appropriate opportunities and resources to help them grow in their spiritual development, together with the Spiritual Advisor
Safety – Leader	<ul style="list-style-type: none"> Engage with members to identify and work through the resolution of hazards and incidents Report hazards / incidents within 24 hours of them occurring by following the incident reporting process Ensure all conference members have knowledge of and adhere to all safety, child protection, risk standards and practices

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Regional President	Internal	<ul style="list-style-type: none"> Conference Leader
Conference Members	Internal	<ul style="list-style-type: none"> Direct Reports
Finance	Internal	<ul style="list-style-type: none"> Support and advice



Human Resources	Internal	<ul style="list-style-type: none"> Support and advice
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.

KEY COMPETENCIES

Skills

- Strong communication and influencing skills to deal effectively with a broad range of internal and external stakeholders
- Highly developed interpersonal skills including the ability to coach and lead people and develop a strong team culture
- Ability to make considered decisions through effective collaboration to solve problems
- Ability to create a more just and caring world through actively practicing servant leadership
- Ability to listen authentically to the concerns of others without judgement
- Ability to liaise with parish Priest to establish communication in Outreach work and Appeals.

Knowledge / Experience

- An understanding of the Society’s Mission, Vision, Values and services
- Sufficient knowledge of all documents relating to The Rule and relevant Society Policies and Procedures
- An understanding of financials including the ability to interpret financial data
- Experience in effectively responding to and resolving conflict
- Experience in leading and implementing inclusive practices to encourage and support diversity
- Knowledge of the challenges facing the people we serve and the behaviours which drive requests for help
- Knowledge of other appropriate resources or services to respond more effectively to requests for help
- Experience in planning, prioritising and organising work, both on an individual and team basis
- Proficient working knowledge of MS Office suite of products

Attributes

- Actively demonstrate the values of the Society through leading by example
- Actively support and foster the development of others
- Ability to build an effective team by fostering a culture of trust and integrity



KEY REQUIREMENTS

To serve as a President, the leader must be a Roman Catholic in accordance with the Rule 6.5.

NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.
TRAINING TO ENABLE NEW CONFERENCE PRESIDENTS TO BECOME FAMILIAR WITH ALL ASPECTS OF
THEIR ROLE AND RESPONSIBILITIES WILL BE MADE AVAILABLE AS NEEDED.