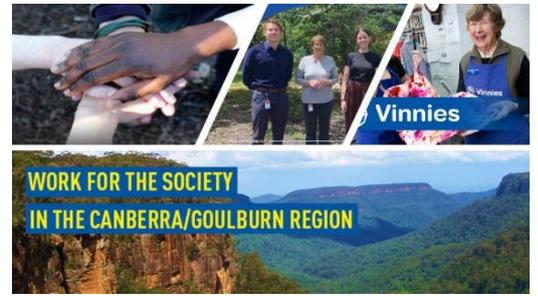




St Vincent de Paul Society
good works



POSITION DESCRIPTION

SOCIAL JUSTICE & POLICY COORDINATOR

Department:	Marketing and Fundraising Directorate, Canberra, ACT
Reports to:	Manager, Marketing and Fundraising
Direct reports:	None
Classification:	7.1
Employment type:	Part time
Employment status:	Fixed term (3-year contract), with 6-month probation
Hours of work:	20 hours per week - Monday to Friday

Our Organisation

The St Vincent de Paul Society Canberra/Goulburn (Society) has been serving the local community since 1924. We are a charity based, not for profit organisation offering a 'hand up' to people in need, regardless of their creed, ethnic or social background, health, gender, or political opinion. We achieve this by respecting peoples' dignity, sharing our hope and by encouraging people to take control of their own destiny. We work to shape a more just and compassionate society.

Our commitment and delivery of our services to the community is through our people—members, volunteers and employees. They work together daily and provide a hand up to people across the ACT and its surrounding areas, from Lake Cargelligo in the west, across the Snowy Mountains to Tumut, down to Eden, up to Batemans Bay and inland to Crookwell.

To deliver on this commitment to the community the Society needs a broad range of skills within its employed workforce and provides professionals across a whole range of areas of expertise the opportunity to give back to the community whilst still building on their career.

The Society employs more than 160 people across ACT and NSW in all kinds of roles, from social workers, health experts, retail store managers and corporate employees. As a charitable organisation the Society not only offers competitive industry related salaries, but it also offers salary packaging to all employees.

Along with giving a "hand up" to those in need, salary packaging is one of the other many benefits of working in the community sector. These packaging arrangements provide our employees with financial benefits over and above their base salary; ultimately it means the real value of your salary package can be significantly higher than the nominal value#. Ask us for more details.

#Note the amount may vary depending on each individuals own financial circumstance and you should seek your own independent advice.

The Society also supports professional development and has policies in place to make sure that your career keeps growing while you're working with us. What's more, we believe in families, so we like to provide a family-friendly environment in which to work.

Our Values

Our own actions and behaviours in performing our duties are guided by the Society's Code of Conduct and organisational values of *Courage, Respect, Compassion, Advocacy, Integrity, Empathy* and *Commitment*.

Your Opportunity

The Coordinator Social Justice and Advocacy position is newly created and reflects the Society's renewed commitment to more active engagement in the promotion of social justice and policy reforms that will assist the companions that we serve. You will be part of the Marketing, Fundraising and Advocacy team and will report to the Manager of that team. You will be developing social justice policy in conjunction with the Social Justice Committee of the Society. As this is a newly created position you will have the opportunity build the role in collaboration with your Manager and key stakeholders.

You will be responsible for:

- Development of social justice policy across the key priorities in this area as outlined in the Society's Strategic Plan and recent election statement.
- Engaging and supporting the Social Justice Committee and the Society more broadly to encourage greater engagement in social justice and policy reform.
- Coordinating the implementation of the Society's recently developed Reconciliation Action Plan.
- Developing and implementing media and in particular social media campaigns.
- Developing a range of communications, communications training, publications and events relevant to this role.
- Management and development of key relationships with the government and non-government sector.
- Active recruitment of supporters of the Society's social justice priorities.

Your Key Duties and Responsibilities

As Coordinator Social Justice and Advocacy, you will be responsible for the development and implementation of the Society's Social Justice agenda, this includes:

- Contribution to the development and implementation of the Society's Social Justice and Advocacy agenda as outlined in the Society's Strategic Plan, Advocacy Statement and Election Statement for the ACT Election 2020.
- The Society's key priorities for improved Social Justice in the ACT include:
 - People experiencing homelessness and housing as a basic human right.
 - Income inadequacy and food insecurity.
 - People living with poor mental health especially those without NDIS support.
 - Asylum Seekers and refugees.
- You will oversee and contribute to the:
 - Development of media, especially social media, campaigns targeted to the key priorities for Social Justice.
 - Establishment and strengthening of networks and relationships with government and non-government organisations in this area.
 - Submissions to government targeted to our key priorities.

"I love that the work that I do. It makes a difference in the lives of so many other people" – Employee.

- Improved and ongoing social media presence for the Society on social justice issues.
- Improvement of links with all those who work with the Society to encourage greater involvement and awareness on social justice issues and advocacy.
- Development and delivery of education and training for members, volunteers and employees of the society on social justice and advocacy.
- Developing:
 - Regular contributions to society newsletters and other communications on social justice issues.
 - Opportunities for media engagement on social justice issues and provide briefing and support to the President and CEO representing the Society in these opportunities.
 - Relationships (and strengthening) with key researchers and academic institutions to better inform our social justice advocacy.
- Providing support to the Social Justice and Advocacy Committee.
- Supporting and encouraging the implementation of the Reconciliation Action Plan including supporting the implementation committee.
- Other duties as directed.

Your Performance Indicators

Your contribution to the Society will be measured by your:

- Demonstrated overall commitment and contribution to the vision and strategic goals of the Society as outlined in its strategic plan, specifically your contribution to the delivery of a high-quality social justice advocacy and advice:
 - Implementation of the social justice and advocacy strategy statement and the strategic plan goals, objectives and measures for success.
 - Effective delivery of social justice training and awareness raising throughout the society.
 - Successful engagement with government, corporate and community sectors in the social justice and advocacy work of the Society.
 - Number and quality of submissions, campaigns and communications related to social justice and advocacy.
 - Success in increasing the engagement of members, volunteers and employees in social justice advocacy and issues.
 - Providing a high standard of advice to Executives, Leaders and Managers on social justice and advocacy.
- Effective representation of our interests in national committees with good working relationships with other Society jurisdictions.
- Commitment to and role modelling of the organisational values of the Society, guided by and in accordance with the Code of Conduct and compliance with policies and procedures, legislative and industrial requirements.
- Focus and activities to ensure the workplace culture is built on the wellbeing of people, trust, transparent communication with clear performance expectations, support, honest feedback, sharing of information and quality advice.
- Ability to deliver against agreed operational plans, developed collaboratively with your direct manager and critical to the long-term goals and financial sustainability of the Society.

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Your Knowledge, Experience, Expertise and Personal Attributes

To be successful in the role you will be required to have:

- A tertiary qualification relevant to social justice and advocacy and have some previous experience in social justice and advocacy or a related field.
- Demonstrated and applied knowledge of contemporary communication and awareness raising strategies, in the use of all forms of electronic media to increase the public profile of the society and awareness by members, volunteers and employees.
- Have a measured and confident approach that wins trust from management, employees and volunteers in terms of subject expertise, working collaboratively with proven negotiation and influencing skills, with a passion for achieving outcomes while successfully managing change.
- Have the ability to communicate with people at all levels of the organisation in a manner that wins rapport and confidence in the nature of the advice. This includes strong interpersonal communication and relationship building skills with the ability to consult and provide advice to all levels of the organisation including strong report writing skills.
- Expertise in planning, implementing and managing effective processes and projects, and demonstrated success in providing advice to leaders and managers including guiding people and business decisions.
- Commitment to continuous improvement of process efficiency, quality and assurance.
- Have the ability to work independently and contribute effectively as a team member to achieve goals, having a high attention to detail, with an ability to identify issues and propose solutions and be focused on achieving practical and meaningful outcomes,
- High level of proficiency in the use of technology (Microsoft Suite) along with demonstrated experience in the operational use of customer relationship management information system and related software packages.

Your Eligibility

To be eligible for employment at the Society applicants:

- a. Must hold working rights in Australia.
- b. Offered employment will be required to undergo a police record check and to successfully obtain or hold a Working with Vulnerable People Card (WWVP). To undertake these checks individuals must be willing to disclose all relevant and required information.