



# Catholic Social Services Victoria

*...building a more just and compassionate society*

## POSITION DESCRIPTION

**Position Title:** Engagement and Projects Lead

**Reports to:** Executive Director, Catholic Social Services Victoria

**Conditions:** 0.9 FTE (Negotiable)

**Current as at:** November 2022

**Location:** Cardinal Knox Centre, 383 Albert St, East Melbourne  
and working remotely, as required

### **The Organisation:**

Catholic Social Services Victoria (CSSV) is the peak body for Catholic community services organisations in Victoria. CSSV works to support the mission of the Church to build a more just and compassionate society. We are inspired by the teachings of Jesus, our work is underpinned by Catholic social principles including: the inherent dignity of all human persons, the common good – with a preferential option for the poor, solidarity, and subsidiarity.

CSSV supports a dynamic network of forty-two member organisations, who in turn support over 200,000 Victorians each year. CSSV seeks to build up a vibrant community of shared activity between Catholic social and community service organisations, parishes and other Church agencies alongside the broader sector and others of good will to foster solidarity and practical responses with those in need.

Our work includes advocacy and policy development on issues that impact on society and on the work of CSSV members. We actively foster relationships to create systemic change and bring focus to the situation of the most marginalised and disadvantaged in our society.

CSSV works under the general direction of its Council, which is made up of member elected and nominated representatives. Within that framework, the Engagement and Projects Lead works closely with the Executive Director and Office Coordinator, as well as various working groups and committees to develop and execute projects and programs to meet the Council's objectives.

Staff of CSSV are employees of the Catholic Archdiocese of Melbourne and subject to the requirements and conditions of employment applicable to its employees.



**The role:**

The CSSV Engagement and Projects Lead is a key role within an organisation that is agile, responsive and dedicated to working for positive change. This position will bring energy and focus to our committees by providing timely secretariat support and co-opting working parties for specific projects. This role holds responsibility for the development and enactment of Catholic Social Services Victoria's (CSSV) communication strategy and systems across our network of members and their staff and volunteers, and target communication with the broader sector and public.

This role will organise consultations, draft plans and content and manage timely delivery of discrete projects that engages with and delivers shared value for our member organisations and other key stakeholders.

**You will:**

- Uphold and promote CSSV's Mission.
- Enjoy working with a small but energetic team, be self-motivated and be able to take responsibility, initiative and instruction.
- Be committed to both the inherent value of building authentic relationships, collaboration and community, as well as ensuring these relationships lead to productive work for positive change.
- Be fluent with technological systems (e.g. CRMs) that allow a small team to have impact and engage a broad audience for events and topics that matter.
- Always be looking for ways of working and systems/programs/tools that enhance cut through and simultaneously deepen personal relationships
- Drive and consult on projects and other initiatives of importance, working with committees and working groups to draft and consult, taking initiative and ownership as needed.
- Enjoy the Catholic tradition and working with a wide variety of faith communities, social work sector and other organisations for the common good
- Work with the rest of the CSSV team in preparing and enacting strategic and operational plans.
- Assist the Executive Director in work related to policy and social change, including organising a range of ad hoc, periodic and ongoing forums, meetings and events with member organisations (and others) which provide for the raising and discussing of issues of social importance, the professional and spiritual formation of staff, and generally progress areas of prioritised work.
- Represent CSSV in a range of forums, at a range of levels, as required.



**KEY SELECTION CRITERIA**

1. Understanding and interest in current issues related to social service, justice and equity
2. Be able to write in a variety of styles: formal reports, website and social media copy, media releases, briefings, minutes
3. Comfortable with addressing groups and capable of designing and delivering consultations, workshops and events – including annotated agendas and background notes
4. Strong technical communication skills (including competency with mailchimp or similar CRM, WordPress etc.) and willingness to experiment and learn with emerging useful tools
5. Ability to humbly support strong networks within Catholic social service agencies and maintain working relationships with the broader sector and other relevant parties
6. Understanding of Catholic social teaching and a strong commitment to social justice and the mission and teachings of the Catholic Church.
7. Sound knowledge of social and strategic planning, and community development approaches and practice.
8. Demonstrated ability to manage priorities; to work independently and to take the initiative in achieving agency objectives
9. Demonstrated ability to work effectively as a team member, including working collaboratively to develop and deliver joint projects, achieve change and influence outcomes.

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for the Engagement and Projects Lead. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_

Date\_\_\_\_\_

Employee Signature\_\_\_\_\_