



## POSITION DESCRIPTION

<b>Position Title:</b>	Policy Officer
<b>Reports to:</b>	Executive Director, Catholic Social Services Victoria
<b>Conditions:</b>	0.5 EFT
<b>Current as at:</b>	17.02.2020
<b>Location:</b>	East Melbourne

## OVERVIEW

Catholic Social Services Victoria (CSSV) is the peak body for Catholic community services organisations in Victoria. CSSV supports the mission of the Church to build a more just and compassionate society through public policy advocacy on matters of service and social justice.

CSSV supports a network of forty-five member organisations and seeks to build linkages between our Catholic community service organisations, parishes and the broader Church 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 and work with the broader sector.

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

CSSV works under the general direction of its Council, which is made up of elected and nominated representatives, and the Bishops of Victoria. Within that framework, the Senior Policy Officer works closely with the Executive Director to develop and execute projects and programs to meet the Council's' objectives.

Working with the Executive Director and member agencies, the Policy Officer is responsible for:

- Advising on policy and advocacy priorities;
- Monitoring key issues;
- Drafting submissions, reports and related documentation;
- Advocacy planning and campaigns, through social and other media, letters, meetings and events;
- Provide support for the CSSV Council Policy & Advocacy Committee.



## **KEY SELECTION CRITERIA**

1. Demonstrated ability to undertake policy research and consultations and to prepare policy papers and submissions.
2. Understanding of current social service policy issues and of policy/political processes.
3. Strong written and oral communications skills, including demonstrated abilities in report writing and group facilitation.
4. Ability to develop strong networks within Catholic social service agencies, and to maintain strong working relationships with the broader sector and other relevant parties
5. Understanding of Catholic social teaching, and a strong commitment to social justice and the mission and teachings of the Catholic Church.
6. Demonstrated ability to manage priorities; to work independently and to take the initiative in achieving agency objectives
7. Demonstrated ability to work effectively as a team member, including working collaboratively to develop and deliver joint projects, achieve change and influence outcomes.
8. Literacy in economics and statistics, including the ability to interpret data and use spreadsheet applications effectively.

## **QUALIFICATIONS / EXPERIENCE**

1. An academic background in the social sciences, with experience in research, policy development and social policy advocacy highly desirable.
2. Experience in or an understanding or willingness to engage with Catholic social teaching, and a strong commitment to social justice and the mission and teachings of the Catholic Church.

## **APPLICATIONS AND FURTHER INFORMATION**

Further information about Catholic Social Services Victoria is available at [www.css.org.au](http://www.css.org.au). Contact Josh Lourensz, on 9287 5569 or via [joshua.lourensz@css.org.au](mailto:joshua.lourensz@css.org.au) for further information or discussion about this position.

Applications, including contact details for at least two referees, should be emailed to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by 10<sup>th</sup> March 2020.