



POSITION DESCRIPTION

Position Title:	Member and Community Relations Coordinator
Reports to:	Executive Director, Catholic Social Services Victoria
Conditions:	0.5 FTE
Current as at:	May 2021
Location:	Cardinal Knox Centre, 383 Albert St, East Melbourne and working remotely, as required

OVERVIEW

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 through public policy advocacy on matters of service and social justice.

CSSV supports a dynamic network of forty-three member organisations, who in turn support over 200,000 Victorians each year 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 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 Member and Community Relations Coordinator works closely with the Executive Director and 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 Member and Community Relations Coordinator is a key role in an organisation that is agile, responsive and dedicated to working for positive change. This position is responsible for the development and management of Catholic Social Services Victoria's (CSSV) communication systems and relationships with member organisations and other key stakeholders. The role also includes secretarial responsibility for a number of committees and working groups. You need to be committed to building relationships, collaboration and community, and be fluent with technological systems that allows a small team to have impact and engage a broad audience for events and topics that matter.

You will:

- Uphold and promote CSSV's Mission.
- Build effective and sustainable relationships with member organisations and other stakeholders, which includes the periodic review of services provided and communications processes.
- Oversee communications, projects and other initiatives of importance.
- Consistent with CSSV priorities establish ad hoc, periodic and ongoing forums and events with member organisations which provide for the raising and discussing of issues of social importance and the professional and spiritual formation of staff.
- Provide secretarial support, as required, to various committees and working groups.
- Work with the CSSV secretariat in preparing and enacting strategic and operational plans.

KEY SELECTION CRITERIA

1. Understanding and interest in current social service issues
2. Strong written and oral communications skills,
3. Strong technical communication skills (including competency with mailchimp or similar CRM, wordpress etc.).
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. Sound knowledge of social and strategic planning, and community development approaches and practice.
7. Demonstrated ability to manage priorities; to work independently and to take the initiative in achieving agency objectives



8. Demonstrated ability to work effectively as a team member, including working collaboratively and flexibly to develop and deliver joint projects, achieve change and influence outcomes.

QUALIFICATIONS / EXPERIENCE

1. Appropriate qualifications and/or experience in a relevant discipline (highly desirable)
2. National Police record check (essential)
3. Working with Children Check (essential)

Please note: The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have a valid working with children check.

Further information about Catholic Social Services Victoria is available at www.css.org.au. Contact Josh Lourensz via joshua.lourensz@css.org.au or [0402932281](tel:0402932281) for further information or discussion about this position.