

# POSITION DESCRIPTION



## Manager

### Support After Suicide

#### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Our Vision

Building a Just Society

#### Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Position details

POSITION TITLE:	Manager
PROGRAM:	Support After Suicide
LOCATION:	Brunswick
REPORTING RELATIONSHIPS:	This position reports directly to General Manager Support After Suicide
EFFECTIVE DATE:	April 2024

#### Position Purpose

- To provide leadership, strategic engagement and manage the key relationships of the Support After Suicide program.

- To represent Support After Suicide at key networks and forums, and to develop and manage effective relationships with funding bodies and key stakeholder organisations.

To lead the development and implementation of systems, processes and procedures consistent with Jesuit Social Services 'Our Way of Working' and Support After Suicide Practice Framework.

## **Program Purpose**

### **Support After Suicide**

Support After Suicide is an initiative of Jesuit Social Services within the Mental Health and Wellbeing stream. Operating in metropolitan Melbourne, rural Victoria, and NSW, the program provides counselling, group and online support to people bereaved by suicide.

Support After Suicide also facilitates information sessions for the community and provides education to professionals to increase the awareness of how to respond effectively and compassionately to the bereaved.

### **Duties of the position**

- Engage with key stakeholders and funding bodies on the work of the program
- Meet program milestones in terms of preparing data and narrative reports to funding bodies.
- Implement evaluation strategies for reporting to funding bodies and to promote the work of the program.
- Represent the program at relevant networks and forums
- Manage the ongoing development and implementation of an effective communication strategy with key stakeholders, including the development of promotional material.
- Oversee the program database and data collection to ensure it remains of high quality.
- Work closely with other Support After Suicide and Jesuit Social Services staff as required.

### **Key Selection Criteria**

1. Tertiary qualification/s and/or relevant experience in field.
2. Experience in program management including report writing and engagement with stakeholders.
3. Demonstrated capacity to lead a highly skilled and experienced team that are working in an area requiring sensitivity.
4. Demonstrated ability to engage with and maintain respectful collaborative relationships with a wide range of stakeholders.
5. Experience in a similar field is highly desirable

## Key Performance Indicators

- Effective management of the Support After Suicide team demonstrating cohesive and effective relationships.
- Effective relationship management with funding bodies and key stakeholders.
- Timely compliance with all funding body and Jesuit Social Services data, reporting and administrative requirements.

## Key responsibilities of Jesuit Social Services Employees

### Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

### Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

### Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

### Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services

## Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check

- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

### **Safeguarding Children and Young People**

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

### **Conditions of Employment**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

### **Employee Acknowledgement**

I, \_\_\_\_\_ (please print name) acknowledge that I have read and understood the contents of this position description.

**Employee Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Description Approved by:**

**Louise Flynn**

**GM**

**Position Description Review Date:**

**2 years from effective date**