



St Vincent de Paul Society
NATIONAL COUNCIL of AUSTRALIA Inc. *good works*

POSITION DESCRIPTION

DIRECTOR OVERSEAS PARTNERSHIPS PROGRAM

CLOSES: 12:00 (midnight) SUNDAY 4 OCTOBER 2026

BACKGROUND

Mission

The St Vincent de Paul Society is a Catholic lay organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Vision

The Society aspires to be recognised as a caring lay Catholic charity offering a 'hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

The Society

The Society of St Vincent de Paul has lent the hand of support to Australians experiencing disadvantage for over 175 years. Almost 40,000 members and volunteers dedicate their time and talents to this important work in communities across the country. As well as visiting individuals and families in their homes, the Society runs a range of programs to: support people experiencing homelessness, family violence and/or mental illness; provide help for migrants and refugees, supported employment, addiction services, education and training and youth support services, in addition to the Vinnies shops.

At the core of the Society's good work is a grassroots commitment to helping people break their own personal cycles of disadvantage. Our members and volunteers are on the ground, every day, acutely aware of the hardships that impact the social fabric of modern-day Australia.

National Council

St Vincent de Paul Society National Council of Australia ('National Council') is united in its spirituality and management through the International Confederation of the St Vincent de Paul Society (*The Rule*, Part II, Art. 1.1).

National Council is instituted or established by the International Council General (Part III, Art. 15) and follows the international and the Australian statutes outlined in *The Rule*.¹

National Council is governed by *The Rule* which, inter alia, embraces the principle of subsidiarity such that decisions are made as close as possible to the level where activities are performed, ensuring local circumstances are taken into consideration (Part I, Art. 3.9).

The Society in Australia consists of the National Council and six State Councils and two Territory Councils that together assist the Society's Conferences and Members carry out good works. In common language, it has a governance structure somewhat similar to a federation.

Under *The Rule*, the National Council is the Society's superior council in Australia (Part II, Art. 1.6). The members of National Council are the Stewards of the Society in Australia. National Council authorises the legal entities that operate in Australia in the name of the St Vincent de Paul Society. Each of the Society's nine Councils in Australia is registered as a charity with the Australian Charities and Not-for-profit Commission. Each Council has Deductible Gift Recipient status.

Each of these nine councils has established a civil incorporated entity as the vehicle to deliver charitable works within their jurisdiction. National Council has established a legal entity to assist it to implement the mission of National Council in the civil environment.

At the national level, this entity is St Vincent de Paul Society National Council of Australia Inc. ('the

¹ [*The Rule*](#) is the international Society's internal manual that outlines Vincentian spirituality, the importance of servant leadership relationships and its governance framework. *The Rule* consists of three Parts. Part III sets out how the Society in Australia operates and implements its Mission.

Association') and it is registered to operate in every state in Australia. In this document, the Association is referred to as 'National Council'.

Overseas Partnerships

The National Council of Australia and its Secretariate have overall responsibility for the Society's overseas related activities and programs. The Overseas Partnerships Program which includes Twinning (a partnership between an Australian conference and a conference overseas), Projects, and Assist A Student, aims to:

1. Facilitate relationships between conferences and councils around the world, promoting a spirit of understanding, friendship and solidarity among all Vincentians.
2. Work in partnership with local communities in Twinned countries (via Twinned Conferences) to improve the lives of those in need and to assist in breaking the cycle of poverty and dependence by undertaking long term, sustainable programs.
3. Work in partnership with Twinned Conferences and Twinned Councils in formation and training, where requested.

The Overseas Partnerships Program operates in line with Catholic Social Teaching principles that include solidarity, which calls us to accompany people living with poverty across national, racial, religious and ideological boundaries, to restore their dignity and empower them to participate in society through cultural, economic and political processes.

Enacting this principle, the Overseas Partnerships Program follows a strengths-based approach and supports capacity building to identify and develop the skills necessary to work respectfully and effectively alongside the Society's partners in other countries. The Society supports programs and activities in Twinned countries aimed at improving economic and social circumstances, regardless of religious beliefs, ethnic or social background, health, gender, or political opinions. We recognise that any overseas good works must be designed and implemented so that the recipients in the Twinned country obtain skills to provide for themselves and their communities and contribute to the ongoing benefit of their local community.

Safeguarding

National Council, on behalf of the Society in Australia, commits to protecting the safety and wellbeing of all children and adults at risk who come into contact with the Society in Australia.

National Council, acting as the "Church Authority" to Australian Catholic Safeguarding Ltd, represents the Society in Australia on safeguarding matters that relate to the National Catholic Safeguarding Standards (NCSS). National Council is not responsible for a State or Territory Council's compliance with civil safeguarding legislation or regulations.

Safeguarding the children and adults at risk in those overseas countries that are twinned with Australia is the highest priority for the Director, Overseas Partnerships Program.

THE POSITION

As outlined in Part 1 Article 4 of *The Rule*, the work of the Society extends to helping others in need who live in our region. The Society in Australia has a longstanding commitment to supporting and assisting its neighbours in countries in our region through its Overseas Partnerships Program, which consists of four components:

- (i) Twinning and Project Support
- (ii) Assist A Student
- (iii) Special Projects

(iv) Humanitarian Assistance.

The basis of Twinning and Project Support is a one-to-one relationship between a Conference or a Council in Australia and a Conference/Council in the Asia 1, Asia 2 and Oceania regions.²

National Council, in partnership with the New Zealand National Council, has entered a 10-year program (2023-2032) of support and mentoring with national councils in the Oceania Region. The long-term goals of Oceania Partnership Forum are to move the national councils in Oceania towards sustainable and self-sustaining futures. Assisting in-country National Councils with safeguarding protocols is an area that national council presidents have sought assistance with.

National Council's Secretariate has established an Oceania Secretariate which is managed by the National Council Chief Executive Officer and the Director, Overseas Partnerships Program.

The position of Director, Overseas Partnerships Program is located in the National Council Secretariate office in Deakin, ACT. This is a full-time position.

At present, there are three employees engaged in the Overseas Partnerships Program. One employee works remotely from Brisbane.

National Council's Governance Framework sets out the relationship with its Overseas Partnerships Program including the ³ – refer [here](#). The National Council Secretariate Operational Chart sets out the internal management arrangements for the Overseas Partnerships Program – this chart will be shared at interview.

THE ROLE

The position of Director, Overseas Partnerships Program ensures that the program is run efficiently and effectively, in line with good overseas development practice, and has appropriate policies and procedures in place to meet the needs of our Vincentian partners overseas and comply with relevant Australian and overseas countries' legislation and regulations.

This includes:

1. Being a senior leader within the National Council's Secretariate and managing the delivery of secretariate services and supports to the Oceania Partners Forum.
2. Supporting the Overseas Partnership Standing Committee, and state/territory Overseas Partnerships Committees to engage local Conferences and state/territory networks, using a strength-based approach, with Australia's overseas partnerships.
3. Engaging and building the capacity of overseas partners as related to the Overseas Partnerships Program.
4. Liaising with the International Territorial Vice Presidents (ITVP) of Asia 1, Asia 2 and Oceania in relation to Overseas Partnership Program activities.

² The International Council General has designated 12 regions covering the 155 National Councils across the globe. Australia National Council's overseas partnership activities involve three of the 12 regions.

Each region has an appointed International Territorial Vice President (ITVP) who is a delegate of the President General International and who acts in the role as a mentor and support National Council Presidents and Councils and ensure they understand and follow *The Rule*.

³ The Overseas Development Fund belongs to National Council. National Council has DGR and PBI status.

5. Liaising National Council and the International Territorial Vice President – Oceania to work towards sustainability, good governance and safeguarding practices and protocols for the National Council involved in the Oceania Partners Forum.
6. Engaging Council General International and its office through the Chief Executive Officer and the International Territorial Vice Presidents.
7. Continue exploring, with the Chief Executive Officer, to adopt the Australian Council for International Development Quality Assurance Framework for the Overseas Partnership Program. ([ACFID Quality Principles and Commitments](#))

A key component of the position is to facilitate regular, open and transparent communication between donors and beneficiaries of the program and the national, regional and, where essential, international Vincentian committees and office bearers that support them.

The Director, Overseas Partnerships Program is a member of the National Council's Secretariate Executive Team.

RESPONSIBILITIES

The Director, Overseas Partnerships Program is responsible to the Chief Executive Officer for the following key accountabilities and the achievement of Key Performance Indicators (outlined at Attachment 1):

1. Manage the Overseas Partnerships Program workplan, budget, expenditure and reporting, including compliance and operational matters and, with the Chief Executive Officer, governance of the Program.
2. Administer the Overseas Partnerships Program funds involving State and Territory Councils and Overseas partners.
3. Manage National Council employees and contracted persons assigned to the Overseas Partnerships Program.
4. Support and facilitate the activities of the Overseas Partnership Advisory Committee, the Oceania Partners Forum and the engagement of the State/Territory Overseas Partnership Committees.
5. Develop and maintain strong relationships with:
 - Chair and members of Overseas Partnership Standing Committee,
 - Chairs of the State/Territory Overseas Partnership Committees,
 - Overseas National Presidents and National Councils and other overseas partners, with attention to National Councils involved in the Oceania Partners Forum
 - CGI office bearers, including relevant Regional International Territorial Vice Presidents, Twinning and CIAD⁴ officers.
6. Develop, review and refine functional processes to better manage and document program implementation, achievements and lessons for organisational learning and improvement, and manage monitoring and evaluation-related activities and reporting.
7. Oversee the development, maintenance and dissemination of website content, promotional materials and various communications promoting awareness of and engagement in the Overseas Partnerships Program.

⁴ CIAD is the Commission for International Aid and Development which provides humanitarian aid in emergency situations and sits with the Council General International.

8. Champion learning and good practice in international development, privacy, safeguarding, gender, disability and social inclusion in relation to the Overseas Partnerships Program and its Twinning projects and Assist A Student initiatives.
9. Facilitate the engagement and capacity building of overseas partners as related to the Overseas Partnerships Program.
10. With the Chief Executive Officer, institute risk management procedures for areas such as:
 - privacy,
 - safeguarding of children and vulnerable adults,
 - financial management in overseas activities
 - travel undertaken by Society Members and National Council employees, and
 - other matters affected by government statute and policy.
11. Act as business owner for the Overseas Partnerships Program's applications and digital services, including National Overseas Database, National Australian Conferences Database and Assist A Student, with responsibility for business requirements, priorities, data quality, user adoption, reporting and continuous improvement, in collaboration with IT and service providers.
12. Coordinate and support IT and digital capability initiatives for the Oceania Secretariate and participating Oceania National Councils, in collaboration with National Council IT and relevant partners.

Other duties may be required as directed by the Chief Executive Officer.

Refer to Attachment 1 for Key Result Areas.

OTHER RELEVANT INFORMATION

Relationships

The Director, Overseas Partnerships Program will have professional relationships with a range of Society stakeholders in Australia and in overseas countries. These will include:

Domestic

- President of Australia National Council through the Chief Executive Officer
- Chair, Overseas Partnerships Program Standing Committee
- Overseas Development Fund
- National Council of Australia
- National Council Secretariate employees
- Overseas Partnerships Program Standing Committee members
- State/Territory Overseas Partnership Chairs
- Government personnel involved in portfolios relevant to the Overseas Partnerships Program

There will be opportunities for relationships with other NGOs involved in overseas partnerships (e.g. Caritas and other Catholic and lay organisations) and with Australian government officials.

International

- Overseas Twinned National Councils
- Diocesan personnel who Twinned overseas National Councils have relationships with, as required
- National Council Presidents and other office holders of overseas Twinned National Councils involved in the Oceania Partners Forum

- Oceania Region Twinning & International Territorial Vice President and related Office Bearers
- Council General International appointees and employees –Twinning and CIAD Office bearers through the International Territorial Vice Presidents of Asia1, Asia 2 and Oceania
- CIAD representative for/to Australia National Council
- Government personnel involved in portfolios relevant to activities related to twinned National Councils – by invitation
- Close working relationships with National Councils and National Presidents involved in the Oceania Partners Forum

There will be opportunities for relationships with other NGOs involved in overseas partnerships and with government officials in Countries where National Councils are located.

The successful applicant will be provided with a thorough induction into the Society including its governance structure, *The Rule* and its relevance to overseas partnerships with twinned National Councils, the activities of the Oceania Secretariate and where it sits within the domestic and international governance structure and, current activities and initiatives. The induction process is anticipated to take up to three (3) months.

Hours of work

This is a full-time position (76 hours / fortnight).

This role is required to undertake travel in Australia and internationally.

The Society is managed by its Members who are volunteers. This means many meetings involving Members need to take place at times that are suitable to persons with employment. This role is regularly required to work outside normal working hours including when operating in an overseas country. National Council has a Time off in Lieu (TOIL) policy to address these working arrangements.

Employment

Individual employment contract.

Salary is referenced to SCHADS Award (Level 8) plus Superannuation Guarantee.

National Council has Public Benevolent Institution status which allows employees to salary sacrifice; there is a three-month probation in place.

OH&S Responsibilities

National Council recognises its moral and legal responsibilities to provide a safe and healthy working environment for its employees, volunteers, contractors, visitors, the public and those whom we serve (our overseas Vincentians and Companions).

These responsibilities must be met when Vincentians, National Council employees or other persons who are engaged by National Council perform activities in overseas countries.

The Director, Overseas Partnerships Program is responsible for ensuring that the activities they perform are conducted in accordance with the Associations Occupational Health and Safety Management System and in a manner that minimises the risk of injury or ill health to all people affected by the activity. Where the risk of injury or ill health cannot be eliminated completely the Director, working with the Chief Executive Officer, is to ensure that appropriate and effective controls are documented and implemented to reduce the risk as far as practicable.

Professional Development

National Council supports the ongoing professional and educational development of its employees.

The Chief Executive Officer will assist the employee to identify professional development opportunities, and a personal development plan shall be reviewed and updated each year.

Cultural- fit

In addition to the selection criteria outlined in this document, the successful applicant must be able to demonstrate they are committed to the Society's Mission, Vision and Values and will bring a collegial and collaborative approach when working with the Society's workforce and overseas partners.

SELECTION CRITERIA	
ESSENTIAL	- Understanding of the international development sector, supported by a degree in a related field or experience working in the sector. - A sound understanding of overseas community partnerships, working in solidarity and the capacity to harness the unique contribution of volunteers. - Experience in program management including workplan, financial (budget monitoring) and people management. - Experience in establishing, managing and growing partnerships. - High-level inter-personal and communication skills for building and maintaining relationships, reporting, and identifying and managing issues; including demonstrated experience in cross-cultural communication. - High-level operational and time management skills. - Demonstrated capability in business applications, data governance and digital collaboration, including defining business requirements, overseeing data quality, supporting user adoption and working effectively with IT specialists and service providers. Advanced proficiency in Microsoft 365 applications, including Word, Excel, Outlook, Teams and SharePoint and experience using online collaboration platforms such as Zoom - Excellent analytical, writing and communication skills in the English language. - The ability to work independently and in a team environment and demonstrated flexibility in achieving outcomes.
DESIRABLE	- Capacity to work with databases, including navigating, maintaining and assisting others in database management. - Experience developing and implementing policies and procedures that ensure compliance with organisational, legal and statutory requirements. - Commitment to implementing systems that support the monitoring, evaluation and learning of individuals and organisations. - Master's Degree.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION

	Frequency		
	Often	Sometimes	Rarely
Bending			✓
Computer based tasks	✓		
Driving			✓
Kneeling			✓
Lifting			✓
Sitting	✓		
Standing		✓	
Walking		✓	

STRUCTURE OF THE SOCIETY ⁵

In Australia, the Society of St Vincent de Paul has organised its governance structure where Councils have responsibilities for defined geographic areas which assist the effective coordination of the Society's Mission and its activities. The formal institution of these Councils must be endorsed by National Council.

National Council	The national representative body of the Society in Australia which comprises of the Presidents of the State and Territory Councils and members appointed by the National President. National Council Trustees are the members of National Council.
State and Territory Councils	A representative body of the Society in a state or territory which comprises of the Presidents of the lower Councils, or in the Northern Territory the Conferences, and members appointed by the State or Territory Council President. Based on the geographical boundaries of the [Roman] Catholic Archdioceses in Australia and the Dioceses that correspond to the geographical boundaries of the Australian states and territories with the exception of Canberra-Goulburn Territory Council which extends into parts of the Province of Sydney (New South Wales).
Central or Diocesan Councils	Some State Councils have established Councils in Dioceses within a Province (state).
Regional Councils	The bodies responsible for promoting the work of the Society in a particular locality (e.g. a diocese) and are comprised of the Presidents of the Conferences within that locality.
Conferences	The Society's primary membership unit that are mainly based in parishes but may be adapted to other circumstances (e.g. hospitals, schools, Special Works, etc...).
Special Works	Initiatives that are organised to provide a particular service(s) to a defined group or in response to an identified need and which are wholly the responsibility of the Society. This includes Twinning and Assist A Student and other overseas partnership activities involving National Councils and Conferences in overseas countries.
Young Vincentians (i.e. Mini Vinnies, Youth Conferences, etc...)	Any Conferences, Councils or projects established specifically to promote the involvement of younger persons. These activities are accountable to the Council under which they operate in the same way as any other Conference or Council.

⁵ The Rule, (8th edition) Part III, pp 52-53.

ATTACHMENT 1**KEY RESULT AREAS / KEY PERFORMANCE INDICATORS****DIRECTOR, OVERSEAS PARTNERSHIPS PROGRAM (OPP)**

Key Result Area	Performance Indicators
1. Support the work of the Society	1.1 Meet the domestic and any international obligations of the Society in Australia as these relate to the OPP 1.2 Ensure OPP meets legislative and good governance requirements in Australia
2. Support the OPAC	2.1 Provide secretariat, administration, facilitation and logistics support to Overseas Partnerships Advisory Committee 2.2 Provide up-to-date advice regarding best development practice
3. Manage and develop OPP	3.1 Manage program effectively 3.2 Ensure privacy, safeguarding and other policies are implemented across the Program 3.3 Keep database development up to date 3.4 Seek to expand and develop program in Oceania countries
4. Facilitate and support the Oceania Partners Forum	4.1 Provide IT resources and support 4.2 Use a strength-based approach to encourage and to development partnerships with overseas National Councils and Conferences 4.3 Assist with the development of culturally appropriate safeguarding resources and the roll-off of training
5. Engage domestic and international stakeholders	5.1 Ensure regular, clear communication with domestic entities; e.g. National Council and State & Territory Councils through the NCCEO and with State/Territory Overseas Partnerships committees and Conferences 5.2 Maintain positive, regular communication with overseas National Councils