



Catholic Social Services Victoria

...building a more just and compassionate society

Position title: Executive Director	Location: East Melbourne
Organisation: Catholic Social Services Victoria (CSSV)	Reports to: Council of CSSV
Employment Status: Five year contract	

The Organisation

Catholic Social Services Victoria is the peak body for Catholic social service agencies in Victoria, with around 50 member agencies that serve more than 200,000 people a year. Catholic Social Services Victoria serves its members by working with them on public policy and advocacy, building a network that fosters collaboration, and reflecting with them on their Catholic ethos and identity. It operates under the auspices of the Catholic Bishops of Victoria to advance the mission of the Church in service and work for justice.

The Role

Following the departure of previous incumbent after more than a decade of service in the role, the Council of CSSV is seeking an Executive Director to lead a small secretariat that brings practical and visionary leadership to its work.

Reporting to the CSSV Council, via the Chair, key responsibilities include:

- Support the planning and priorities of the Council in addressing the purpose and objectives of CSSV;
- Plan and direct the work of CSSV to maximise effectiveness and efficiency;
- Conduct the advocacy and associated relationships with State and local governments, media, CSSA, other peak bodies, Catholic Health and other parts of the Church in Australia;
- Consult, advise and assist member agencies on policy responses and initiatives;
- Establish and maintain effective communication with the bishops of Victoria and other major stakeholders; and
- Report in a timely and accurate manner on strategy on the CSSV Secretariat's activities and performance.

This is an excellent opportunity for a qualified individual who is motivated to work within the Church environment and has mature judgement and discernment and demonstrated leadership skills and capabilities. The role also offers flexible working arrangements to balance priorities in and out of work.

See <http://www.cam.org.au/Jobs.aspx> for a position description. Enquiries can be made to Jenny Glare on 9257 2244 or jenny.glare@mackillop.org.au. Applications should be emailed to: Sussan McNamara, Human Resources Director at recruitment@cam.org.au by Wednesday 25 September 2019.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults

Position Description





Executive Director, Catholic Social Services Victoria (CSSV)

POSITION DESCRIPTION

- Reports to:** Chair of Council at CSSV
- Conditions:** The position is full time and for a term of five years, including a six month probationary period. An attractive remuneration package will apply.
- Context:** Catholic Social Services Victoria is the peak body for all the Catholic social service agencies in the State of Victoria. Its work is governed by a Council of elected and appointed members.
- It operates under the aegis of the Catholic Bishops of Victoria to advance the mission of the Church in service and work for justice.
- It serves the member agencies by augmenting their individual capabilities (particularly as regards research, policy and advocacy), fostering collaboration, giving them a more effective voice and promoting their Catholic identity. In matters of national or federal policy, it acts in association with or through Catholic Social Services Australia.
- Role Purpose:** The Executive Director's role is to bring positive, practical and visionary leadership to the work of Catholic Social Services Victoria.

Main Accountabilities:

1. Support the planning and priorities of the Council in addressing the purpose and objects of CSSV. Report in a timely and accurate manner to the Council on the strategic plan and on the CSSV Secretariat's activities and performance.
2. Plan and direct the work of CSSV so as to maximise its effectiveness and efficiency in accordance with its Mission and Constitution and within approved budgets; lead and manage a small group of staff
3. Conduct the advocacy and associated relationships with State and local governments, media, CSSA, other peak bodies, Catholic health and other parts of the Church in Australia; establish and maintain productive relationships with relevant bureaucrats and others who make or influence policies and regulations; ensure that members' issues with respect to government policies are brought to the table and dealt with productively.
4. Consult, advise and assist member agencies on policy responses and initiatives as regards proposals to/from governments; initiate, commission and oversee research as appropriate to support or guide policymaking.



5. Establish and maintain effective communications with the bishops and other major stakeholders so as to assist them in their social and pastoral mission.
6. Promote the Catholic ethos, identity and profile of the CSSV member agencies; promote and facilitate collaboration among the networks and assist them as appropriate in the interpretation and implementation of Catholic social justice principles as contained in its social doctrine.
7. Facilitate closer links and relationships between member agencies and Parish communities.

Qualifications and Experience:

1. A working knowledge of Catholic social teaching.
2. Mature judgement and discernment and demonstrated leadership skills
3. Excellence in personal and social relationships and communication skills, both oral and written
4. Demonstrated ability to influence others in a positive and productive manner
5. Advanced policy and advocacy skills, and a good understanding of Government policy processes
6. Several years' experience either in leadership of a social service agency or in relevant government or business agencies
7. Experience in working with Boards (Council and committee structures)
8. Extensive networking of relevant key contacts.
9. A strong and personal commitment to the values and practices of the Catholic Church.

Additional Information:

1. The Catholic Social Services, Victoria Office is located at 383 Albert St East Melbourne.
2. Applications should be emailed to: Sussan McNamara, Human Resources Director at recruitment@cam.org.au by Wednesday 25 September 2019.
3. For further information contact Jenny Glare, Acting Chair of Council, jenny.glare@mackillop.org.au, tel (03) 9257-2244.