



## Position Description

<b>Position Title:</b>	Office Coordinator
<b>Reports to:</b>	Executive Director, Catholic Social Services Victoria
<b>Conditions:</b>	0.8 EFT
<b>Current as at:</b>	January 2022
<b>Location:</b>	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. CSSV 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 Victoria.

CSSV works under the general direction of its Council, which is made up of member-elected and Bishop-nominated delegates. The Council has three standing committees, and there are various working groups focused on strategic areas of priority – be them social issues, projects and governance. Within that framework, the Office Coordinator works closely with the Executive Director to keep the 'engine room' of the organisation working efficiently and collaboratively.

The CSSV Office Coordinator is a key support role in an efficient organisation that is agile, responsive and dedicated to working for positive societal change. CSSV is a small team where effective service and activity relies on the complementary skills of



staff members. As such members of staff need to have a strong commitment to working in a team with the associated skills and be flexible in work style and time.

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

**As the CSSV Office Coordinator you will:**

- Uphold and promote CSSV's Mission;
- Be flexible and able to adjust work flow in a sometimes fast-paced environment, able to balance routine tasks with responsive activity;
- Provide administrative support to the CSSV Secretariat in regards to CSSV Council, Committee and Working Group meetings;
- Provide administrative support regarding communications, programs, projects and other initiatives of importance. E.g. posting on social media, updating databases of key contacts, updating the CSSV website, drafting newsletter items and formulating event schedules and plans;
- Provide administrative support for CSSV forums and events which provide for the raising and discussing of issues of social importance and the professional and spiritual formation of our member organisation's staff;
- Provide secretarial support, including drafting minutes and other tasks for various committees and working groups;
- Prepare invoices and accounts and keep financial records;
- Manage the diary of the Executive Director and provide day to day administrative support and hospitality for their appointments and meetings;
- Liaise with the offices of Members of Parliament, Government Departments, the offices of the CEOs of our member organisations and the offices of the Bishops of Victoria;
- Enjoy being the friendly first port of call to the organisation: for in-person visitors and those contacting us via phone, email and mail;
- Enjoy working in a small, dedicated team — at home and in our office in East Melbourne

**Key Selection Criteria**

1. Interest in current social service issues and operating environment;
2. Familiarity with Catholic social teaching, and a strong commitment to social justice and the mission and values of the Catholic Church;
3. Commitment to and experience in collaborative approaches to work and hospitality;
4. Strong interpersonal skills, with the ability to relate well at all levels both within and external to the organisation;



5. Strong written communication skills, including experience in effective minute taking;
6. Experience in providing a range of office management services such as answering correspondence, monitoring budgets and preparing accounts for payment, executive assistance, maintaining electronic file databases and management systems and record keeping;
7. High level of computer literacy and a willingness to learn regarding online and digital tools. Experience and competency with Microsoft's Office suite of applications and social media platforms, along with any of the following programs, is highly desirable: Wordpress, Google Forms, Trybooking and MailChimp;
8. Experience in event organising and coordination;
9. Ability to take initiative and work with a minimum of supervision.