

SSVP South Africa - Conference Youth Officer		
Duties and Responsibilities		
Revision No 4 - October 2022		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Search for youth office bearers required by the Conference and District Council from all levels of SSVP to recruit those most qualified/suitable for the specific role and its required duties and obligations
1,1		Emphasise the need for succession plans for Conference Office Bearers throughout SSVP in thought, action and example
1,2		Attend youth member recruitment campaigns
2	Appointments and Structure	Recommend suitable Youth Office Bearers as per "The Rule" throughout SSVP as required for SSVP Youth to run optimally including:
2,1	Appointments	National Council - In conjunction with National and Central Council Members
2,2	Appointments	Each District Council in conjunction with District Council Youth Officer
2,3	Structure	Provide input into National/Central/District Youth Council Structure and networks
2,4	Structure	Support National/Central/District Youth Council Structure in collaboration with events and activities
3	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
3,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
3,2	Leadership	The lead role of the Conference Youth Officer guides the activities of the Conference in youth matters, nurtures and encourages youth at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in the management of SSVP SA. This delegative emphasis is to ensure that the entire youth leadership participate and share the workload and grow together in a Vincentian Spirit. SSVP leadership is the ability of a single individual through his or her example, Christian/Vincentian behaviour and actions to inspire and motivate others to higher levels of shared achievement and personal sanctification
3,3	Delegation	Delegates required actions to the appropriate Conference youth members as and when required to ensure that SSVP youth management is optimised
3,4	Prioritisation	Concentrates on the youth and associated management actions to ensure that the Societies youth processes are in compliance and aligned with SSVP requirements
3,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
3,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
4	Conference Activities	Develop and support youth initiatives in liaison with District Council Youth Officer
4,1		Participate in the structure and development of the Conference and District Council
4,2		Support youth initiatives, network
4,3		Provides input to the yearly national planning diary
4,4		Hold special youth Masses
4,5		Hold special youth festivals
4,6		Hold awareness and marketing campaigns using modern communication platforms
5	CGI Management	Ensure that the youth requirements for the affiliation of SSVP SA with CGI are in place and followed
5,1		The Conference Youth Officer to liaise with the District and Central Youth Office Bearers if/when CGI matters need attention
6	Spiritual Management	Liaises with the District Spiritual Guidance Officer to agree the years Spiritual activities and requirements including:
6,1		Ensures that SSVP Youth members Spiritual requirements are met
7	Training Management	Attends meetings with national and central council training officers when invited or by request to ensure that Conference youth training module content and presentation are aligned throughout SSVP structures

7,1		Agree the required training modules to be presented in accordance with District and Central Council agreements
7,2		Ensure that the training modules content make SSVP Youth members aware of their specific duties and responsibilities as members and office bearers - Youth workshops etc
7,3		Ensure that the training modules content make SSVP Youth members aware of the history of the Society including its Patron St.Vincent de Paul, its founder Alexander Wilmot and the details of the founding of the Society
<b>8</b>	<b>Development Management</b>	<b>Attends meetings with National Development Officer when invited or by request to ensure that Conference youth training module content and presentation are aligned throughout SSVP structures</b>
8,1		Confirm which development options are to be pursued in the coming year - support youth empowerment module
8,2		Review the progress of the initiatives and identify any corrective actions required
8,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
8,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communities.