

SSVP South Africa - National Communications Officer		
Duties and Responsibilities		
Revision No 4 - July 2023		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
<b>Appointments</b>		
<b>1</b>	<b>Appointments</b>	<b>Look out for suitable communication officers that may be required across all levels of SSVP and recommend them to those in need of the skill set</b>
1,1		Emphasise the need for succession plans for the current office bearers throughout SSVP
1,2		Seek suitably skilled SSVP members who can serve as current, future or supplementary communication office bearers from throughout SSVP structure
1,3		Seek suitably skilled service providers who can provide the required skills should insufficient SSVP members be available
<b>Servant Leadership</b>		
<b>2</b>	<b>Leadership</b>	<b>Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members</b>
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the National Communications Officer guides the activities of the Exco and the National Council in communication matters and encourages members at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
2,3	Delegation	Delegates required actions to the appropriate National and Central Council members as and when required to ensure that SSVP communication management is optimised
2,4	Prioritisation	Concentrates on communication management actions to ensure that the Society's communication and administrative processes are in compliance and aligned with SSVP and Government requirements
2,5	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 applicable Servant Leader only deciding actions that are deadlocked as per the "Rule".
2,6	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.
<b>SSVP Internal Communications</b>		
<b>3</b>	<b>Internal SSVP Communications</b>	<b>The communications officer ensures efficient and regular communication between National Council and Central Councils. An annual communication plan to be prepared, proposed, approved and implemented to ensure that all members are aware of pertinent information and activities of the Society.</b>

3,1		Leads and coordinates the communication and cooperation with the National Secretary and National Office Manager as required to ensure that Exco and National Council communications are distributed through SSVP structures using available electronic platforms optimally
3,2		Communicates with SSVP Central Councils and provides details in respect of innovation and projects that may be applicable or of interest with request for onward distribution via SSVP structures
3,3		Relay offers of assistance and volunteering received via website and calls, to appropriate Central Councils and conferences
		<b>SSVP External Communications</b>
<b>4</b>	<b>External SSVP Communications</b>	<b>The communications officer to ensure that all external communications are facilitated through a disciplined and structured system as proposed to, and approved by, Exco and the National Council</b>
4,1		Promote a regular exchange of news and information locally, nationally and internationally
4,2		Ecumenical and inter-faith relationships and cooperation to be encouraged and developed
4,3		Cooperates and communicates with other charitable organisations that share similar objectives to the Society
4,4		Issues communications in respect of SSVP National Policy intended for Parishes and the Clergy to each central council secretary for their onward distribution as applicable to the circumstances
4,5	Partnerships and Networks	Issues communications in respect of SSVP partnerships and networks to each central council secretary for their onward distribution as applicable to the circumstances
4,6		Initiates and manages communication with Catholic organisations including:
4.6.1		SACBC
4.6.2		Regional Catholic Authorities
4.6.3		Catholic publications
4.6.4		Radio Veritas
4.6.5		Caritas SA
4.6.6		Southern Cross
4.6.7		Others to be advised
4,7	Presentations	Assist Exco members with the production of presentations for variety of meetings, conferences, etc
4,8	CGI liaison	Communicate with CGI as required by President and or Exco members
4,9	Website	Responsibility for overseeing website through external web manager/designer/host
4,10	Website	Receiving and responding to all web queries and ensuring that information is relayed to councils and conferences
4,11	Website	Ensure appropriate material is placed on website for donors and members received from Conference Secretary's
4,12	Website	Approve all fundraising appeals on website
4,13	Advertising	Organise, oversee designs and placement of advertising for key events such as World Day of the Poor, Christmas and other Vincentian days
4,14	Donor communication	Writing thank you letters for donations as requested