Position Description
RANCH Network Manager
(Permanent Part-time - 24 hours per week)

The Regional Association of Neighbourhood and Community Houses Inc. (RANCH)

RANCH is one of 16 Neighbourhood House Networks that are funded through the Neighbourhood House Coordination Program (NHCP) by the Department of Health & Human Services, Victoria to support Neighbourhood Houses at a regional level. RANCH also seeks grants and project funding from other sources for additional projects and collaborative work.

RANCH is an Incorporated Association governed by a Committee of Management elected by the 29 member Neighbourhood Houses (NHs) located in the local government areas of Loddon Shire, Campaspe Shire, Central Goldfields Shire, City of Greater Bendigo**,** Mount Alexander Shire and Macedon Ranges Shire Council.

NH Networks provide management and operational support, as well as resources, to their member NHs. This includes personalised support to Committees of Management, staff and volunteers. NH Networks also have a facilitative role, enabling their members to participate in broader community development and capacity building strategies.

At the State level all NH Networks, represented by their Networker(s) meet regularly with the peak body, Neighbourhood Houses Victoria (NHVic) to address local and state-wide sector issues.

Position Summary

The RANCH Network Manager uses a community development approach to support the sustainability, development and growth of the twenty nine (29) Member Houses and the broader Neighbourhood House Sector. This involves managing RANCH's resources, including the supervision of the RANCH Networker and any other staff employed by RANCH

Position Title:	RANCH Network Manager
Primary purpose	The Network Manager is responsible for the management and implementation of the operations of the Network in accordance with: ▪ the goals and objectives of the RANCH Strategic Operational Plan ▪ the funding requirements of the Neighbourhood House Co-ordination Program Guidelines
Collective Agreement	Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016 (NHACE) Neighbourhood House Employees Class III Level 8
Employment Mode:	Permanent Part-time
Reports to:	RANCH Committee of Management
Time Fraction:	48 hours per fortnight
Location	This is a home based position that requires travel across the RANCH region.
Requirements	▪ Employment subject to an acceptable Police Check ▪ Victorian Drivers Licence ▪ Employee must have access to a reliable vehicle. Travel allowance for work related mileage in own car is in accordance with the NHACE Collective Agreement, 2016 ▪ Proof of residency if not an Australian citizen.
Probationary period	3 Months

The Network Manager Role

The RANCH Committee of Management delegates operational matters to the RANCH Network Manager. The Network Manager is responsible for:

- Implementing RANCH's strategic direction and policies
- Complying with Service Agreements and within the requirements of the Neighbourhood House Coordination Program
- Managing the RANCH Networker and all other staff employed by RANCH
- Supporting and resourcing the membership in governance and management, community development and capacity building
- Promoting the Neighbourhood House sector and advocating on key issues.
- Building and sustaining internal and external links appropriate to the work of RANCH, its members and the wider regional/ State Neighbourhood House sector. This includes the Combined Networks Group and the NH Common Interest Group

Duties & Responsibilities

(a) Support and resource Member Houses by:

- responding in a timely manner to member enquiries
- providing up-to-date resources and information which assist members to plan, develop and evaluate activities and services within the framework of the Neighbourhood House Co-ordination Program (NHCP) guidelines
- Promoting and supporting effective governance practices within the Network
- Building sector capacity to align community development theory with practice
- Consulting with Member Houses to identify relevant training and professional development opportunities for Committees of Management (CoM), staff and volunteers, and if applicable, organising, providing or promoting appropriate activities
- Providing activities and strategies for the sharing of information across the Network including maintaining and developing the RANCH website
- Recommending professional development opportunities to Coordinators.

(b) Build and strengthen partnerships with key stakeholders at the local, regional and state level by:

- Collaborating with Neighbourhood House Local Government (LGA) networks
- Maintaining membership of networks and alliances with key agencies and community organisations in the Loddon Campaspe Region
- Actively promoting and supporting local networking and information sharing activities, including organising Members' meetings as required
- Implementing the flow of information within the network, other regional networks, Neighbourhood Houses Victoria (NHVic) and the wider community
- Representing RANCH at appropriate regional and state-wide forums, seminars and events

(c) Advocate on behalf of Members by:

- Identifying gaps in service delivery and issues arising for members
- Mobilising members and key stakeholders to address common themes and issues affecting Neighbourhood Houses in the Loddon Campaspe region

(d) Manage the operations of RANCH by:

- Contributing to the development, implementation and review of a strategic plan in consultation with the Network Manager, CoM and Member Houses
- Managing, supervising and monitoring the performance of RANCH staff.
- Producing and reporting against an annual operational work plan
- Contributing to the preparation of an annual budget
- Preparing and providing an Annual Report for inclusion in RANCH's Annual General Meeting (AGM) report
- Researching new funding opportunities and preparing funding submissions in line with key strategic areas
- Assisting the CoM in developing and regularly reviewing all policies and procedures
- Contributing to the development and maintenance of operational procedures

Skills required

The Network Manager is required to have highly developed skills in the following areas:
- Written communication, including the ability to produce written reports and funding submissions.
- Verbal communication including the ability to effectively engage with a range of people in an inclusive and non-judgmental way
- Facilitation, collaborative problem solving and conflict resolution
- Human resource management including recruitment, supervision and performance appraisal
- Computer literacy including Microsoft Office Suite, internet, email and Dropbox
- Time management and organisational skills including experience working independently with limited supervision and the ability to work collaboratively within a small team.
- Compliance with the principles and practices of Confidentiality
- Research and interpretation of relevant government policies and frameworks (e.g. Neighbourhood House Coordination Program, Association Incorporations Act etc.)

Key Selection Criteria

Qualifications
Tertiary qualifications in Community Development or other relevant Social Sciences /Human Services are essential

Knowledge, skills and experience

1 Management and leadership
Demonstrated ability to manage, supervise and mentor staff in a community development context.

2 Community Development Leadership
Extensive experience as a community development practitioner and the ability to develop and facilitate capacity building and professional development strategies to strengthen integration of Community Development theory with practice.

3 Governance
A sound understanding of Governance from both a legal and community development perspective and proven competence in working effectively with community-based governance organisations, particularly in capacity building roles

4 Industrial Relations and Human Resources
Ability to provide guidance and support to enable NHs to respond appropriately to a wide range of industrial relations and human resource issues

5 Financial
Demonstrated high level of financial literacy including the ability to prepare and monitor budgets and comply with funding guidelines

6 Communication
Highly developed facilitation skills including the ability to engage groups in collaborative problem solving and decision making.

7 Project Management
Extensive experience in developing, managing and evaluating effective community development, workforce development, and capacity building projects.

8 Partnerships and Networks
Ability to work collaboratively within partnerships and networks to plan, implement and evaluate strategic initiatives.