



NETWORK COORDINATOR – PART-TIME

POSITION DESCRIPTION October 2021

INTRODUCTION

Neighbourhood Houses Barwon (NH Barwon), is an autonomous incorporated not for profit association which draws its membership from the 24 Neighbourhood houses located in the Barwon Region. Its members are situated in the local government areas of City of Greater Geelong, Borough of Queenscliffe, Surfcoast and Colac Otway Shires.

The position is currently funded through the Department of Families, Fairness and Housing (DFFH) under the Neighbourhood House Co-ordination Program (NHCP) and also seeks grants and project funding from other sources for additional projects and collaborative work.

NH Barwon uses a community development framework to support, strengthen and advocate for Neighbourhood Houses in the Barwon region.

Neighbourhood House networks are the central link within the Neighbourhood House sector structure; their practice is underpinned by the sector principles and is both facilitative and developmental and relies on strong inclusive relationships with its member houses and with the wider local and regional communities.

NH Barwon is governed by a Committee of Governance (CoG) which comprises individual representatives of the membership elected from and by the members at the Annual General Meeting. Their function is to oversee the day-to-day operation of NH Barwon and to provide support and guidance to the Network Coordinator. The CoG is responsible and accountable to the Network membership for the effective management of all activities, funds and employees of NH Barwon.

Role of the Network Coordinator

The Network Coordinator's work is varied, flexible and responsive to the requirements of member houses, the broader sector and the community at large.

The Network Coordinator is responsible for implementing the NH Barwon strategic directions and policies, complying with service agreements, managing day to day operations of the organisation, supporting and resourcing the membership, working with key stakeholders, promoting the Neighbourhood House sector and advocating on key issues. The NH Barwon Committee of Governance delegates operational matters to the Network Coordinator.

Please note: the position is supported by and manages a 10hr pw Community Development worker.

Position summary

Position Title	Network Coordinator
Position Status	Permanent part- time
Hours of Work	20 hrs per week , over at least three days with flexibility.
Conditions of Employment	In accordance with the NHACE Collective Agreement 2018. The Networker is bound by the policies and procedures of NH Barwon. The Position is conditional on ongoing funding and a six-month Probationary period. NH Barwon conducts annual performance appraisals.
Classification	NHACE Collective Agreement 2018, Schedule 3B, Class III Level 7 Year dependent on qualifications and experience
Reports to	NH Barwon Committee of Governance
Location	Grovedale Neighbourhood House 45 Heyers Road Grovedale.
Primary Purpose	Coordinate and manage the operations of the Neighbourhood Houses Barwon in accordance with its Vision and Mission, its Strategic plan and within the requirements of the Neighbourhood House Coordination Program.

Focus of the Position

Using community development principles and practice the networker will:

1. Coordinate and manage the operations of the NH Barwon in accordance with its Vision and Mission, the goals and objectives of its Strategic Plan and within the requirements of the Neighbourhood House Coordination Program.
2. Support and resource member Houses in
 - a. Governance and Management
 - b. Community Development Activity (operations and delivery)
 - c. Capacity Building
3. Build and sustain internal and external links appropriate to the work of NH Barwon, its members and the wider regional/ State Neighbourhood House sector.

Responsibility Area 1

“Coordinate and manage the operations of the NH Barwon in accordance with its Vision and Mission, the objectives and its Strategic Plan and within the requirements of the Neighbourhood House Coordination Program.”

- Be accountable for the operational management, financial sustainability and contractual compliance of NH Barwon in the pursuit of the goals identified in its Strategic Plan.
- Contribute to the development, implementation and reporting of the NH Barwon Strategic Plan
- Assist with preparation and reporting against an accurate and clear budget format and program to deliver on the CoG’s objectives
- Provide Secretariat assistance and advice to the CoG in carrying out its governance function.
- Maintain an organisational culture that
 - Values and respects work life balance
 - Develops and sustains a culture of openness, participation and shared responsibility within the Network.

Responsibility Area 2

“Support and resource Barwon Network members in

- a. Governance and Management*
- b. Community Development Activity (operations and delivery)*
- c. Capacity Building”*

- Build and maintain a strong membership base and provide a source of leadership and inspiration for the Barwon Network and its membership
- Provide up-to-date resources and information which assists members to plan, develop and evaluate activities and services within the framework of the NHCP Guidelines, including the Sector Principles.
- Maintain and develop the NH Barwon website and online social media presence.
- Identify and deliver professional development training as required for committee members, staff and volunteers of member organisations.
- Identify and support the wellbeing of member Houses, including utilization of the appropriate interventions to resolve conflict or difficulties. (“identifying houses at risk and providing support at the earliest possible opportunity” Guidelines p5)

Responsibility Area 3

“Build and sustain internal and external links appropriate to the work of NH Barwon, its members and the wider regional/ State Neighbourhood House sector”.

- Actively develop and promote local networking and two-way information sharing activities within Barwon Network regarding current issues and changes to policies, procedures and compliance matters.
- Develop and implement sound communication practices to facilitate the flow of information within the Network, other regional network, NHVic and the wider community.
- Attend the Combined NH network meetings and other relevant meetings and conferences organized by Neighbourhood Houses Victoria.
- Identify and establish strategic partnerships to optimize opportunities, grants and funding.
- Build and maintain strategic alliances with government, academic institutions and other relevant organisations.
- Build and maintain an active relationship with relevant funding bodies and with LGAs in the region.
- Provide a balanced, informed perspective on matters concerning the Barwon Network in relevant forums.

General Skills

The Network Coordinator will have high level skills in:

1. Written and verbal communication, including submission writing, report writing and verbal presentation.
2. Computer literacy including the use Microsoft Office Suite and social media.
3. Interpersonal relationships, including negotiation and conflict resolution skills as well as experience working with a range of people in an inclusive and non-judgmental way.

4. Time management and organization, including experience working independently with limited supervision.
5. Confidentiality, so that member's information is not inappropriately shared with others.
6. Ability to interpret relevant government policy and frameworks (eg. Neighbourhood House Coordination Program, Incorporations Act etc)

Qualifications

Tertiary degree qualification in community development, social work or relevant discipline with minimum 5 years' experience in community development or related fields.

Knowledge, Skills & Experience – Key Selection Criteria

Management: Demonstrated experience in an organisational management role, especially in working with and managing teams, and work units in a not-for-profit work environment.

Community development: Demonstrated understanding and commitment to community development principles and how they are applied, preferably within the Neighbourhood House sector

Partnerships and Networks: Demonstrated skills and experience working with key stakeholders to identify and respond to gaps and issues, especially those affecting member communities in the Barwon Region.

Advocacy: High level interpersonal skills, including sound conflict resolution and negotiation acumen, and the ability to mobilise stakeholders to work in partnership on key issues and shared campaigns.

Governance: Demonstrated understanding of the principles and practices of governance in a not for profit organisational context. Proven experience working with and resourcing a volunteer constituted Committee of Governance.

Financial: Demonstrated financial management experience and skills, including developing budgets, monitoring expenditure against budgets and adhering to funding guidelines.

Communication: Highly developed written and oral communication and computer skills including proficiency in Word, email and social media.

Analytical and Problem Solving: Proven ability to identify and analyse problems/situations and identify a range of options and viable solutions.

Essential Requirements:

Current Working with Children Check and Police Check or willingness to undertake upon employment

Possess a current driver's license and have access to a vehicle that is comprehensively insured. Use of own car is required for travel around the Barwon region, mileage is reimbursed as per the Neighbourhood Houses and Adult Community Education Centres Agreement 2018.

Submitting an application

Applications including a resume and a statement addressing the selection criteria **must be received by 12pm on 11th November 2021 and emailed to president@nhbarwon.org.au** .

The key to progressing in the selection process is the quality of your application. You must demonstrate that you have the qualifications, experience, key attributes and skills required for the position. You must address the Key Selection Criteria.

Enquiries should be directed to president@nhbarwon.org.au.

**Addendum- Governance Project 10 hours per week.*

PROJECT SUMMARY

NH Barwon Governance Initiative 2022

Overview

This initiative will establish a proactive and sustainable model for the strengthening and developing of community members who act as leaders in the governance of Houses. These actions will be supported by the development of a suite of relevant resources and ongoing professional development activities.

The Project will build on the Making Mentors Project (2019/20) and the Staff Supervision and Support Project (2018/19) to strengthen the governance of the 25 Neighbourhood Houses in Barwon.

It will see the establishment of a pool of skilled volunteers who will directly support Houses through Governance Mentoring Agreements and be an additional resource to support the work of the Networker.

The initiative will also see the design and delivery of a pilot professional development program for Chairpersons which will be evaluated and updated prior to embedding in the NH Barwon annual program.

Rationale

Since the establishment of the NHCP program nearly fifty years ago, the regulatory and legislative environment has changed so much and it places increasing burdens on local voluntary committees particularly in terms of HR and financial accountability.

It has become increasingly evident that the biggest demand on NHB resources is that of supporting members with governance issues, especially related to employer responsibilities and understanding compliance and accountability requirements. In the past two years it has been estimate that this demands up to 80% of staff time.

This Project will build on previously developed governance tools and resources and adopt a human resource development approach, with a focus on interpersonal engagement. It will build the capacity of people involved in governance roles in our sector by linking them with Mentors who can provide support, advice and governance skills development and by providing a tailored Professional Development Program which can be run annually in Barwon.

Expected Outcomes

1. A skilled and committed Governance Mentor Group with associated resources and an appropriate plan for ongoing support and development.
2. A Chairpersons Induction and Professional Development Training program, which has been evaluated, amended and finalised for annual implementation.
3. A suite of resources uploaded to the NH Barwon website for ongoing use by Barwon Governance Groups and the Governance Mentor Group.

Staffing and Support

The Project will be led by an appropriated experienced Networker and delivered in partnership with other key stakeholders who will form the project's Advisory Committee.

The proposed activities and deliverables will be delivered by a combination of knowledgeable and skilled people including the Barwon Networker, Consultants and staff from partner agencies.

ADVISORY COMMITTEE MEMBERS:

- **Project lead**
Advisory Group Chair, Project lead, coordination and administration support.
- **Barwon Network Rep**
Oversight of progress and provision of relevant advice. Input to strategies and actions.
- **Relevant Consultants (TBD)**
Provision of advice and input to strategies and actions
- **Volunteering Geelong rep**
Provision of advice and input to strategies and actions
- **DFFH representative**
Provision of advice and linkages to other initiatives
- **Chair NH Committee representative**
Provision of advice and input to strategies and actions

EXPERT CONSULTANTS:

Expert skills may be engaged as required depending on need eg Group Facilitator, Training and Development (design and delivery), Resource development (online, procedural and workshop materials)

Stages of the Project

Stage 1

- a) Establishment of an Advisory Committee with representation from key stakeholders
- b) Confirmation of scope of Project and timelines
- c) Implementation of survey for Chairpersons

Stage 2

- a) Establishment of Governance Mentor Group
- b) Development of mentoring terms and conditions and identification of training and support needs

Stage 3

- a) Establishment of training and development needs for Chairs
- b) Design and delivery of inaugural Chairperson's Induction, Training and Development program
- c) Evaluation of training program, adaption as required and embedding in Barwon Network and Volunteer Geelong Annual Training Calendars

Proposed Timelines

Jan 2022 – Establish Project

Feb 2022 – First Advisory Group meeting (held monthly for 2022)

Mar 2022 – Governance Survey implemented

May 2022 – Governance Mentor Group established

June 2022–Commence development of resources

Oct 2022 – Pilot Training Program delivered

Nov 2022 – Evaluation and finalisation of training

Dec 2022 – Project Report submitted to NH Barwon