

POSITION DESCRIPTION

Network Manager Strategic

Context

The Community House Network of Southern Region Inc. (CHNS) is an autonomous, incorporated body funded by the Department of Families, Fairness and Housing (DFFH) through the Neighbourhood House Coordination Program. The Network is governed by a Committee of Governance, which consists of representatives from financial members who act in a voluntary capacity. The Network employs two part-time Network Managers - a Strategic Network Manager and an Operational Network Manager - to operationalise its' Strategic Plan.

The CHNS plays a vital role in supporting and enhancing the functioning of its 72 Neighbourhood House members in the Southern region through provision of:

- Governance and Management Support
- Advice on Neighbourhood House Programs
- Individual Support, Resourcing, Training and Training Development
- Capacity building between Neighbourhood Houses and other Community organisations at the local and regional level
- Advocacy on behalf of Neighbourhood Houses
- Early identification, and support to Neighbourhood Houses facing challenges

Neighbourhood House Networks are a key aspect of the Victorian State Government's Neighbourhood House Coordination Program (NHCP) and CHNS is one of 16 Networks.

CHNS operates within two DFFH areas; the Southern Melbourne Area (SMA) including Greater Dandenong, Casey and Cardinia local government areas and the Bayside Peninsula Area (BPA) including Bayside, Frankston, Glen Eira, Kingston, Mornington Peninsula, Port Phillip and Stonnington.

Position Summary

The Strategic Network Manager is responsible for leading the strategic management of the organisation, ensuring alignment with the goals and objectives of the CHNS Strategic Plan and the funding requirements of the Neighbourhood House Coordination Program Guidelines (NHCP). This role involves representation of member interests, advocacy at local and state levels, and providing assistance to Neighbourhood Houses in response to their challenges, compliance, and other operational matters. Effective collaboration with and oversight of the Operational Network Manager is integral to this role.

Position Title	Strategic Network Manager
Award	Social, Community, Home Care and Disability Services Industry Award (SCHCADS Award)
Award Grade	SCHADS Level 7 or 8 contingent on relevant experience and qualifications
Employment Mode	Fixed term 2-year contract – 20 hours per week
Reports to	CHNS Committee of Governance
Supervises	CHNS Operational Network Manager Bookkeeper Project staff
Location	The position may entail work arrangements which could involve sharing office space with the Operational Network Manager and/or remote work options. These arrangements will undergo periodic reviews to ensure optimal outcomes. The position requires travel across the CHNS region.
Qualifications and Experience	Tertiary qualifications or equivalent relevant experience in Community Development, or other relevant Social Sciences /Human Services are essential. Management experience in the Neighbourhood House sector is essential. Experience in the not-for-profit sector with a volunteer governance structure is highly desirable.
Requirements	Employment subject to an acceptable Police Check Employment subject to an acceptable Working with Children’s 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	6 months

The Strategic Network Manager’s Role

The Strategic Network Manager will assume the primary leadership role in managing the following responsibilities, while the Operational Network Manager will provide assistance with operational aspects:

- Executing CHNS’s Strategic Direction and Policies.
- Ensuring compliance with Service Agreements and requirements of the Neighbourhood House Coordination Program.
- Providing support and resources to members to enhance their governance and management, community development and capacity building.
- Actively promoting the Neighbourhood House Sector and advocating on key issues.
- Establishing and maintaining internal and external connections appropriate to the needs of its members and the broader Regional/State Neighbourhood House Sector.

Duties & Responsibilities

The Strategic and Operational Network Managers will collaborate closely, with each manager assuming a primary role in specific areas to maximise efficiency and leverage their specialised skills. The Strategic Network Manager's responsibilities include:

Strategic Planning

1. Contribute to the development, implementation, and review of a strategic plan in consultation with CHNS staff, COGs, and Member Houses.
2. Evaluate, restructure, and facilitate the transition of network staffing to adhere to best practices and align with current and future strategic plan objectives.
3. Formulate a financially sustainable budget for the long-term.

Operational Management

1. Manage, supervise, and monitor the performance of CHNS staff and contractors.
2. Research new funding opportunities and preparing funding submissions in line with key strategic areas.

Support and resource Member Houses

1. Provide up-to-date resources and information based on evidence-based planning.
2. Promote and support effective governance practices.
3. Provide peer support via annual visits, induction programs and programming assistance.
4. Develop partnerships to explore and develop progressive models, to assist with long term sustainability of Member Houses.

Implement risk mitigation strategies

1. Assess the operational risk of NH's and develop mitigation plans with stakeholders where appropriate.
2. Develop strategies in conjunction with key stakeholders, to assist Neighbourhood Houses in difficulty as required.
3. Ensure policies and procedures are updated in line with current legislative changes (in collaboration with the CHNS staff and Committee of Governance).

Advocate for Neighbourhood Houses at a local and regional level

1. Collect and disseminate information from/and to the Combined Networks meetings.
2. Engage and extend relationships and collaboration with Stakeholders, DFFH & DET to ensure effective and comprehensive support is provided to members.
3. Represent the network at local government, DFFH, NHVic, Network and Sector meetings, forums, and conferences.
4. Advocate for the members of the Southern Region on priority issues, contributing to crucial sector campaigns, policy development and other sector matters.

Skills required

Required skills for the Strategic Network Manager:

1. Proficient written communication skills, encompassing the ability to produce written reports and funding proposals.
2. Strong verbal communication skills, enabling inclusive and non-judgmental interactions with a range of people.
3. Expertise in facilitation, collaborative problem-solving, and conflict resolution.
4. Proficiency in Human Resource Management, including recruitment, supervision, and performance evaluation.

5. Experience in writing successful funding submissions.
6. High computer literacy, particularly with the Microsoft Office Suite.
7. Exceptional time management and organizational abilities.
8. Capability to work independently or remotely without supervision.
9. Strict adherence to confidentiality principles and practices.
10. Proficiency in researching and interpreting relevant government policies and frameworks.

Key selection criteria

Management and leadership

- Demonstrated ability to manage, supervise and mentor staff in a community development context.
- Demonstrated analytical, strategic, and critical thinking ability.
- Highly developed self-management, time management and organisational skills.

Community Development Leadership

- Extensive experience as a Community Development practitioner.
- The ability to develop and facilitate capacity building and professional development strategies, to strengthen integration of Community Development theory with practice.

Governance

- A sound understanding of Governance from both a legal and community development perspective; proven competence in working effectively with community-based governance organisations.

Industrial Relations and Human Resources

- Capacity to provide guidance and support to enable NH's to respond appropriately to a wide range of industrial relations, and human resource issues.

Communication

- Demonstrated and highly developed interpersonal, and articulate written and verbal communication skills and diplomacy.
- The ability to engage people/groups in collaborative problem solving and decision making.
- Demonstrated capacity to:
 - form effective working relationships with key Stakeholders at various levels of government.
 - foster a culture of information, skills sharing and mutual support across the Network.

Financial

- Demonstrated high level of financial literacy, including the ability to prepare and monitor budgets, and comply with funding guidelines.

Application process

To apply for this position please email the CHNS Committee Secretary at manager@chelt.com.au with:

- Your current resume
- A cover letter addressing the key selection criteria outlined above

Applications for the position will be accepted up to **Sunday 1st October 2023 at 5pm.**