

CHAOS Inc

(COMMUNITY HOUSES ASSOCIATION OF
THE OUTER EASTERN SUBURBS)



POSITION DESCRIPTION

Position:	CHAOS Networker
Position status:	Part time
Hours of work:	24 hours per week
Award:	NHACE collective agreement
Classification:	Level 7
Date approved:	28/11/2023

Introduction

The Community Houses Association of the Outer Eastern Suburbs Inc. (CHAOS) is an autonomous not for profit organisation whose members are a network of Community Houses, Neighbourhood Houses and Learning Centres, based in the Outer Eastern Suburbs of Melbourne.

The network covers the Local Government areas of Yarra Ranges, Maroondah, Knox, parts of Manningham and Whitehorse.

The position of Networker is funded through the Neighbourhood House Co-ordination Program (NHCP) by the Department of Families, Fairness and Housing.

Position Objectives

- To resource and support CHAOS Members to facilitate the delivery of quality, responsive, community driven activities.
- To provide strong, dynamic advocacy on behalf of the member houses
- To increase the capacity and understanding of member houses of the Neighbourhood House sector philosophies and Community Development practices
- To work with other neighbourhood house networks and the Victorian Neighbourhood House peak body (NHVic) to promote and advance the Neighbourhood house sector
- To coordinate and manage the activities of the network
- To facilitate the implementation of the strategic plan

Position Summary

Position Title	CHAOS Networker
Position Status	Permanent part-time
Hours of Work	24 hours per week, over at least 3 days
Conditions of Employment	In accordance with the NHACE Collective Agreement 2016 The Networker is bound by the policies and procedures of CHAOS. This is conditional upon on-going funding. CHAOS Committee conducts annual performance appraisals
Classification	NHACE Collective Agreement 2016 Neighbourhood House Employee, Level 7 (year to be negotiated subject to experience and education)
Probationary Period	6 months
Reports to	CHAOS Committee of Governance
Primary Purpose	Coordinate and manage the operations of the CHAOS Network in accordance with goals and objectives of the CHAOS Strategic Plan and within the funding requirements of the Neighbourhood House Co-ordination Program Guidelines 2016 -2019

Main Responsibilities

- The resourcing and support of individuals from Member Houses, individual Member Houses, clusters of Member Houses and the Network.
- Be responsible for the day to day management of the Network.
- Sourcing and development of funding applications.
- Management of projects and project staff.
- Maintain strong relationships with key stakeholders.

Requirements of the position:

(A)Skills:

Excellent research skills

The ability to work unsupervised

High level of communication and listening skills

High standard of grant and report writing skills

Ability to analyse situations, identify options and utilise specialist professional services to support the smooth operation of member organisations

Be able to maintain highly confidential information and ensure that all work is carried out in an ethical and professional manner.

Ability to successfully develop, manage and evaluate projects

(B)Knowledge

Commitment to and understanding of the principles of Community Development.

Awareness of the key legislations that Houses are responsive to

(C)Experience and/ or qualifications

Relevant qualifications and minimum five years' experience in Community Management

(D) Training

This position requires a commitment to ongoing professional development

Duties

Resourcing:

1. Respond to requests for resourcing from Member Houses, including telephone, visits, emails and other requests.
2. Facilitate access to up to date information. This may include analysing and presenting a summary or opinion on the potential impact or opportunities presented.

3. Consult with members to identify professional development needs and opportunities
4. Facilitate the provision of professional development opportunities.
5. Maintain contact with all member houses through visits, attending AGMS, email and phone calls and develop an understanding and knowledge of each member House.
6. Utilise knowledge of member houses to link, showcase and share collaborative opportunities within the network
7. Where requested, to resource houses to identify and work through disputes and issues in an ethical and professional manner. The role of the networker is to act as a resource and point of referral and where relevant, to support members to access specialist professional services
8. Research, develop and manage projects that strengthen and showcase network members and the network
9. Identify and contact new Neighbourhood Houses in the region to introduce the network and its function.
10. Participate in professional development and other training opportunities, in consultation with CHAOS Committee of Governance.
11. Organise CHAOS network meetings and guest speakers when required.
13. Attend CHAOS Committee of Governance and Network meetings.
14. Support the organisation of CHAOS committee meetings, and provide a written report outlining work activities to be presented to CHAOS Committee of Governance and an abbreviated version to be presented to the Network meeting.

B. Promoting

15. Identify and develop creative and innovative methods to promote and market CHAOS member Houses with consideration to state and national campaigns.
16. Promote and support the celebration of Neighbourhood House Week within the network.
17. Promote the resources and activities of the network to member Houses

C. Linking

18. To liaise and collaborate with other Networks across the State through participation in the Combined Regional Networks meetings, the annual planning session and other opportunities
19. In particular, maintain a strong relationship with NIECH and the NEICH Networker
20. To represent CHAOS at meetings and forums relevant to fulfilling the objectives of the organisation
21. To maintain strong relationships with relevant funding bodies and key stakeholders, and advocate on behalf of the membership
22. In consultation with the Committee and the Network, represent CHAOS as a member of NHVic.

D. Sustaining

23. Support and liaise with the Treasurer and finance officer of CHAOS in the management of Network Funds.
24. Research, identify and submit funding applications in consultation with the committee and in keeping with the key strategic areas
25. Facilitate the opportunity and means for members to provide feedback and evaluate the networks performance on an annual basis.
26. Support the organisation of CHAOS committee meetings and the annual strategic planning session
27. Assist with the development of policies and procedures

Key Selection Criteria

- A sound knowledge of community development principles; Tertiary qualifications in relevant areas e.g. Community Development / Community Services etc. or relevant experience is desirable
- Good understanding of the Victorian Neighbourhood House sector
- Broad knowledge, awareness, experience in current community, social issues and policy, e.g. inclusion, environment, cultural diversity
- Experience in working with Government Funding bodies
- Networking and advocacy skills
- Leadership and facilitation skills
- Negotiation and an understanding of conflict management
- Self-awareness of capacity, and an ability to make appropriate referrals to specialist services
- Ability to work independently with limited supervision
- Excellent communication, administration, time management and reporting skills
- Strong IT skills, especially the use of computers and other devices, office and cloud applications, website management and a comprehensive understanding of social media

Essential Requirements

- Possess a current driver license and have access to a vehicle that is comprehensively insured
- Consent to undergo police check and hold a current Working with Children check
- The successful applicant will be approachable, friendly and flexible with the ability to work with people from a variety of backgrounds
- It is planned that the successful applicant will commence work on Monday 4 March 2024

Organisational Relationships

The networker reports directly to the CHAOS Committee of Governance

Conditions of Employment

Salary

The position is dependent on the availability of funding

The Networker will be paid in accordance with Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016, as a Neighbourhood House Employee - SCHCADS Level 7 (year to be negotiated based on experience and education). A review period will be arranged following the appointment.

Any increment is dependent on a successful performance review.

Hours of Work

The position is permanent part-time –24 hours per week, over at least 3 days

(some limited evening work may be required). Days and hours to be worked as negotiated with the CHAOS Committee.

Purchased leave is possible for negotiation as per the NHACE Collective Agreement, 2016.

There is no provision for regular overtime payments.

Work location varies and is to be negotiated with the CHAOS Committee of Governance.

Travel allowance

Travel allowance for work related mileage in own car as in accordance with the NHACE Collective Agreement, 2016

All mileage to be recorded in a logbook and approved by the Treasurer to a maximum of \$600 per term.

Extent of Authority

The networker is authorised to represent the interests of the network in keeping with the delegation of authority, organisation objectives and the strategic plan. Authorised financial expenditure is governed by the budget and the relevant policies and procedures.

Applications

Please email applications marked Attention: Chairperson CHAOS CoG, including a statement addressing the selection criteria, a current CV and contact details for two current referees to

maureen@chaosnetwork.org.au

Applications close at 5pm on 19 January 2024

Any queries, please ring the CHAOS Chairperson on 0413 498 972