

1. INTRODUCTION

The Regional Association of Neighbourhood and Community Houses Inc. (RANCH) is an Incorporated Association that draws its membership from the Neighbourhood House and Community Centres located in the local government areas of the Loddon Shire, Campaspe Shire, Central Goldfields Shire, City of Greater Bendigo, Mount Alexander Shire and Macedon Ranges Shire Council.

The RANCH Network is governed by a Committee of Management (C of M) which comprises individual representatives of the membership and is elected from and by the membership at the Annual General meeting. The C of M's function is to oversee the day-to-day operation of the Network, and to provide support and guidance to the Networker. The C of M is responsible and accountable to the Network membership for the effective management of all funds, employees and activities of the network.

2. PURPOSE OF THE NETWORK

- 2.1 To work towards the empowerment of Community & Neighbourhood Houses & Learning Networks within the Loddon Campaspe region.
- 2.2 To foster, develop and maintain effective relationships between all Community & Neighbourhood Houses & Learning Networks in the region.
- 2.3 To provide a forum for support and discussion.
- 2.4 To strengthen the capacity of Neighbourhood Houses to undertake community development work in their communities
- 2.5 To encourage and support good, ethical governance in member Neighbourhood Houses.
- 2.6 To encourage community participation in the development of Government policies.
- 2.7 To seek the provision of comprehensive training for Community & Neighbourhood Houses & Learning Network staff, paid and unpaid.
- 2.8 To act as a resource and advisory body to relevant Federal, State and Local government authorities.
- 2.9 To exchange knowledge and information at a regional and statewide level.
- 2.10 To liaise with Neighbourhood Houses Victoria (NHV) as the state umbrella organisation of Community & Neighbourhood Houses

3. POSITION SUMMARY

The RANCH Network Support Worker position is funded through the Department of Health and Human Services (DHHS) under the Neighbourhood House Coordination Program (NHCP)

The Network Support Worker position is responsible for providing effective and efficient support to the RANCH Networker and C of M.

Position Title:	Network Support Worker
Collective Agreement:	Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016 Neighbourhood House Employees Level 3
Employment Mode:	Permanent part-time
Reports to:	RANCH Committee of Management
Time Fraction:	Fourteen (14) hours per fortnight with additional time as negotiated with the C of M.
Location:	To be negotiated.
Requirements:	<ul style="list-style-type: none"> • Employment subject to an acceptable police check • Victorian Drivers Licence • Employee must have a reliable moter vehicle that is comprehensively insured (insurance costs may be supported by RANCH) • Proof of residency if not an Australian citizen.
Probationary period	3 Months

4. NETWORK SUPPORT

Provide support for the RANCH networker by:

- Working closely with the Networker to support their duties and responsibilities
- Providing information and referral services to member houses as appropriate
- Providing appropriate support to member houses within the capacity and knowledge covered by professional development provided e.g. assistance with use of the RANCH or Neighbourhood Houses Vic (NHV) websites
- Informing the Networker of all key communications with member houses and passing on enquiries as appropriate
- Keeping member houses up to date with relevant and current changes in information from Government and non-government agencies via email.

Website, Social Media and Communications

- Maintain RANCH website as directed by the Networker and C of M
- Deliver administration function for the RANCH Facebook Page
- Identify and establish social media needs as directed by the Networker and C of M

5. OTHER DUTIES AND RESPONSIBILITIES

RANCH Committee and RANCH member meetings

- Attendance at both RANCH Committee and Member Meetings
- The taking, preparing, and distribution of meeting minutes for both the C of M and Members meetings
- In consultation with the Networker and C of M, the preparation and distribution of meeting agendas (at least one week prior to scheduled meeting)
- Organising meeting venues, including catering (where applicable)
- In consultation with President C of M and Networker, liaise with guest speakers when required

Other Administrative Tasks

- Responsible for collection of RANCH mail on a regular basis, and distribution to relevant person/s
- Attendance to any matters arising from RANCH correspondence relevant to the position
- Working with the C of M on administrative tasks as required

6. ONGOING TRAINING

This position requires a commitment to ongoing professional development including;

- Community Development Theory and Sector Principals
- Website maintenance skills
- Attendance at Neighbourhood Houses Vic conferences as required
- Other skills as required

7. KEY SELECTION CRITERIA

- Qualifications and/or experience in relevant community sector work or equivalent
- High level of written and verbal communication, report writing and verbal presentation skills
- High computer literacy including the use of Microsoft Office Suite, Internet, Email and other computer systems
- Capacity to learn new computer systems such as managing a web site
- Interpersonal and customer service skills including experience working with a range of people in an inclusive and non-judgmental way
- Time management and organisation including experience working independently with limited supervision
- Proven capacity to manage confidential information in line with organisational policy
- Ability to interpret relevant government policy and frameworks e.g. Neighbourhood House Coordination Program, Association Incorporations Act etc
- An understanding of Community Development and Sector principles