

## **MOUNTAINS COMMUNITY RESOURCE NETWORK**

### **Position Description – Manager**

<b>Job Title:</b>	<b>Manager</b>
<b>Responsible to:</b>	MCRN EO
<b>Term:</b>	PT Permanent
<b>Hours &amp; days of work:</b>	21 hours per week, days and times to be negotiated
<b>Place of work:</b>	MCRN office, Lawson/Working From Home
<b>Salary:</b>	SCHADS Award Level 6

### **SELECTION CRITERIA**

#### **Essential Criteria - Demonstrated:**

- Relevant qualifications or relevant experience with developing relationships of trust and supportive partnerships to deliver effective strategies.
- High level relationship skills, including:
  - Ability to network, consult with, and engage stakeholders;
  - Effectively operate with a diverse range of people, organisations and stakeholders
  - Ability to identify priority issues
  - Demonstrated skills in developing collaborations
- High level communication skills:
  - experienced public speaker and facilitator, oral presentation skills;
  - report writing and policy development skills.
- High level administrative skills, eg:
  - Chair Interagencies, and other strategic meetings, as required;
  - meeting and event organisation;
  - time management, ability to identify priority issues, meet deadlines, etc;
  - ability to work independently, managing own workload.
- Well-developed IT skills, and experience with the MS Office suite (ideally, experience with Office 365) and social media.

#### **Desirable criteria**

- Familiarity with the significant issues impacting on the Blue Mountains community; knowledge of/experience in the Blue Mountains community services sector.
- Well-developed research skills (including literature search, internet skills).

**Manager's Role (to be read in conjunction with the current MCRN Strategic Plan) includes:**

**1. Manage organisational compliance**

- Ensure all administrative, governance and legislative requirements are met, including:
  - DEX reporting
  - Annual Report
  - all funding and grant acquittals
  - ACNC reporting (AIS)
- Provide regular reports to MCRN EO, including reporting against the outcomes in the Strategic Plan.

**2. Networking, collaboration & partnership development**

- Convene, support, facilitate (and, where required, Chair) local Interagencies, including:
  - o Blue Mountains Community Interagency
  - o Mountains Multicultural Interagency
  - o Recovery, Resilience & Preparedness Group
  - o HOPE (Ending Homelessness Here)
- Ensure Agendas, Minutes and all necessary documentation for the Interagencies are developed, recorded and disseminated in a timely manner;
- As appropriate, represent MCRN at other interagencies (eg CAVA, SFA, YMISA, Community Care);
- Report to MCRN EO regarding any significant issues arising at Interagencies;
- With Blue Mountains City Council, form the Backbone of the Stronger Families Alliance;
- Engage in and sustain partnerships with strategically selected networks;
- Assist the sector to develop collaborative relationships.

**3. Advocacy and representation**

- Support change to improve social justice outcomes and empower groups and organisations working with vulnerable populations to have a voice;
- Provide a leadership role to the Blue Mountains community sector in advocating for social justice.

**4. Community sector capacity building**

- Support and resource projects which address social justice and community resilience, particularly if there is an immediate need or an identified gap;
- Support the sector to provide community education on issues of social justice, disadvantage and prejudice.

**5. Research utilisation**

- Facilitate access for the community sector to up-to-date research findings and evidence-informed practice.