**Position Description**

**Network Coordinator**

**Title:** Network Coordinator

**Duration:** Ongoing

**Terms:** 0.4FTE (15.2 hours a week)

**Salary:** $80,000 (plus superannuation) pro rata

**Reports to:** CEO

**Leadership Group:** Metropolitan Manager, Regional Manager and Communications and Engagement Lead

**Location:** Flexible/remote working, with a transition to a Melbourne co-working space in mid-2023.

**Be part of the movement changing business for good!**

**About the role**

This role is for a passionate and motivated professional with strong planning and organisation skills and initiative.

This is a part time role of 15.2 hours a week across flexible days with a guarantee to protect non-working hours.

You will help SENVIC coordinate, connect and organise staff and stakeholders throughout Victoria and accelerate our [Strategic Plan 2022-25](https://senvic.org.au/wp-content/uploads/SENVIC-Strategic-Plan-2022-25-web-ready.pdf).

You will work closely with the CEO and the small and mutually supportive team to provide coordination, administration and other business support. A key role is managing SENVIC’s email inbox, schedules and appointments of the CEO and determine necessary allocation, priority and methods for action and decision. The role will also provide secretariat support for SENVIC Board committees or working groups, for geographical and theme-based network forums. There is a mix of regular and perhaps weekly or fortnightly activities including events, database, reporting, website and social media as well as other business support. We have several online forums each month that you will help organise and promote, and monthly in-person events that you may be requested to attend and/or support to plan.

As SENVIC is still in its start-up phase, this role will suit a person keen to design and implement good practices and systems for our digital office. In our small team, we celebrate personal leadership and initiative, so this is the perfect role for a motivated person looking to grow and develop as a business manager.

**About us**

Social Enterprise Network Victoria (SENVIC) is the independent, practitioner network and peak body for Victoria’s social enterprise community.

We share our 850+ members’ vision for a just, inclusive and sustainable society and believe that social enterprise is a means to get us there. Social enterprise needs its own spaces from which to connect, grow and shape the world around us.

Our three strategic priorities are:

* **Connect** - Build a connected community of social enterprise practitioners and enablers, from the founders, leaders and workers within social enterprise to the funders, researchers, government and other champions.
* **Develop** - Drive impact through a focus on capability strengthening and access to learning and development.
* **Influence** - Increase the voice and influence of the social enterprise community.
* **Systems** - Establish a system-shifting network of networks.

We seek to fulfil our vision and mission through a range of functions:

* We hold events and forums to **build community** among social entrepreneurs, social enterprise workers and like-minded people, to enable peer-based learning and support and to create opportunities for collaboration and social innovation. SENVIC provides support, systems and staff to enable a grass-roots movement of people and self-organising networks that share our vision.
* We **mobilise resources** for the benefit of the social enterprise sector, to fill service gaps and reduce individual operating costs, to create streamlined access to support, learning and development.
* We facilitate open communications and **knowledge sharing** within the social enterprise community and with those seeking to engage and enable social enterprise to thrive.
* We **amplify** and **advocate** to grow the social enterprise ecosystem into mainstream markets and across the public sector.
* We engage and **influence** policy makers, institutions, communities and individuals to connect with and enable our social enterprise community.

Our [Annual Review 2021-22](https://senvic.org.au/wp-content/uploads/SENVIC-2021-22-Annual-Review.pdf) highlights our recent impact, our strategic priorities are outlined in the [SENVIC Strategic Plan 2022-25](https://senvic.org.au/wp-content/uploads/SENVIC-Strategic-Plan-2022-25-web-ready.pdf) and our [Diversity, Equity and Inclusion Policy](https://senvic.org.au/about-senvic/diversity-equity-and-inclusion/) anchors everything we do.

**Organisational context**

We are a small and buzzing organisation that enables and supports a network of passionate social innovators.

We are highly motivated, conscientious and collaborative people who love what they do and uphold the SENVIC principles:

* enable an independent, practitioner-led network
* collaborate with and support the development of the broader social enterprise ecosystem
* be optimistic, energetic and entrepreneurial
* harness resources effectively for impact.

We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We strive to build and maintain an inclusive workplace that brings out the best in our people. We encourage, support and celebrate our diversity - this is reflected in our [Diversity, Equity and Inclusion Policy](https://senvic.org.au/about-senvic/diversity-equity-and-inclusion/).

We understand that work–life balance is important and we actively support flexible work across all our roles.

**Key accountabilities for the role**

* Coordinate and provide administrative support to monthly network online meetings.
* Coordinate and provide administrative support to themed, sector-based or place-based networks as they emerge and establish self-organising practices.
* Coordinate, plan and provide event management support for events and various types of gatherings.
* Build and maintain strong business processes and systems.
* Monitor and manage email enquiries and establish processes for efficient and timely responses.
* Coordinate and compile papers for meetings, including follow up and progress report on outstanding matters.
* Participate and act as minute secretary for formal meetings as required.
* Develop and maintain recording and filing systems necessary to support SENVIC’s operations.
* Collate and assist report preparation with information updates on SENVIC activities and other research as required.
* Build and maintain relationships with the Board, staff, Local Leads, members, government and other stakeholders.
* Support SENVIC to develop and deliver emerging projects as required including (but not limited to) the Local Lead Summit, inaugural SENVIC Awards and other initiatives and events.
* Contribute to communication content creation, including newsletter stories and writing/posting SENVIC-style social media content from time to time.
* Contribute to a strong team culture of experimentation, innovation, evaluation and learning.
* Provide assistance and support at events (including travel) as required.

**Key selection criteria**

***Knowledge and skills required***

* **Planning** - Smart and methodical, be a champion for excellence in planning, administration and other business support.
* **Organisation** -Be highly organised and able to coordinate multiple projects and actors simultaneously, to foster a culture of accountability and to prioritise and manage workflows effectively.
* **Communication** - Have excellent communication, interpersonal and presentation skills and ability to influence, develop and maintain relationships with a diverse range of stakeholders.
* **Coordination** -Effective, efficient and charming in your capacity to coordinate a range of concurrent tasks, meet deadlines, support others to deliver, take initiative and work well in a diverse team.
* **Digitally savvy** - Demonstrated strong digital skills and willingness to learn new technologies to strengthen our knowledge of social enterprise and its impact.

***Personal qualities***

* **Values** - Demonstrated commitment to SENVIC’s vision of a just, inclusive and sustainable society through entrepreneurship or community action.
* **Inclusion** - Champion inclusive practices and embrace new ways to make our work more accessible.
* **Excellence** – Strive for the best in everything we do and look for continuous improvement and learning.
* **Initiative and accountability** – Take responsibility for actions and proactively implement work plans and address issues.
* **Teamwork** – Cooperate effectively with the team and work collaboratively to achieve work plans and goals.

**Bonus points:**

* Demonstrated experience in establishing new systems and procedures in office administration and business support.
* Diversity and difference - we love unique people!
* Knowledge and experience of social enterprise.
* Proven ability to be discreet, diplomatic and maintain confidentiality of information.
* Experience and competence with Google Drive (document management), Zoom (online meetings and events), Monday.com (project management), Slack (team communications), Mailchimp (newsletters), Miro (online team and workshops), Wordpress (website) and the usual social media channels.

*If these criteria speak to you, you could be the perfect person for the job. Formal qualifications and extensive experience matter less than excellence, initiative and drive.*

Other requirements important to our team:

* Legal entitlement to work in Australia and eligibility for a Victorian Working with Children Check (if required).
* A personal commitment to the practice and principles of non-violence, justice, social inclusion and gender equity.
* Commitment to working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ individuals and communities and people with disabilities.

**How to apply**

Submit your CV and a brief cover letter (of no more than two pages) outlining how your skills and experience make you suitable for this role. You do not need to respond to each key selection criteria in a separate document, however we highly recommend that you focus on the accountabilities and required knowledge and skills when you prepare your application.

Diversity makes us stronger and smarter. We strive to include diversity and lived experience.

We strongly encourage Aboriginal people, people from culturally and linguistically diverse backgrounds, and people with disabilities to apply.

If you need any adjustments to assist you with your application, please contact Nick at [nick@senvic.org.au](mailto:nick@senvic.org.au).