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## POSITION DESCRIPTION

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| <b>ROLE:</b>           | <b>Network Support Officer</b>   |
| <b>TENURE:</b>         | 12 months Contract *   |
| <b>REPORTS TO:</b>     | Network Manager  |
| <b>HOURS:</b>          | 15 hrs per f/night – hours can be worked flexibly across the fortnight.  |
| <b>SUPERVISES:</b>     | NIL  |
| <b>LIAISES WITH:</b>   | Network Manager, Network West Committee & Members  |
| <b>CLASSIFICATION:</b> | Neighbourhood House and Learning Centres Collective Agreement 2018 Schedule 3B, Level 4.1 (\$43.07hr)  |
| <b>CONDITIONS:</b>     | As per the Neighbourhood House and Learning Centres Collective Agreement 2018. Employment is offered in line with award conditions subject to qualifications and experience. |
| <b>LOCATION:</b>       | Hybrid, including some work and regular meetings (usually once per week) at Network West Office. May require some travel across the Network for events etc.                  |
| <b>PROBATION:</b>      | 3 months   |

\*This role is subject to funding.

### Organisational Context

Network West is a not-for-profit organisation, governed by a Committee of Management, elected annually. Network West has 54 members across 7 Local Government Areas and works to support and strengthen Neighbourhood Houses across the Western Region of Melbourne. Network West has a part-time office currently located in Spotswood, VIC. Network West currently employs a part-time Network Manager to carry out the work of the organisation.

### Position Objective:

The Network West Support Officer supports the Network Manager to use a community development approach to support the sustainability, development and growth of Members and the broader Neighbourhood House Sector. The position will provide project/administrative support to the Networker.

### \*Key position responsibilities and duties include:

- Maintenance and updating of the Network West web site.
- Developing and maintaining What's On/Major Dates Calendar for Network West Website.
- Editing, maintenance and updating of social media and online platforms.
- Support the production of Network West communications such as the Newsletter.
- Organisation of Network West events, networks & trainings including promotion, ticketing and logistics.
- Assist in providing up-to-date information and resources to members.
- Assist in researching policies and procedures.
- Research and update funding opportunities for members.

- Assistance with survey data collection and collation.
- Researching programs and training that could support our members.
- Membership administration including maintenance of membership lists.
- Attendance at meetings as required.
- Taking notes and minutes as required.
- Assistance with organisation and coordination of Annual Report & AGM.
- Maintenance of key document and filing systems.
- Support the project work and general administrative tasks of Network West.
- Keep communications updated when Networker is away on leave.
- Capacity to work remotely. (Network West will supply laptop.)
- Other duties as required.

\*Recognising time limitations of this role.

**Qualifications:**

Qualifications in administration, community development and/or relevant experience.

**Key Selection Criteria:**

**Essential:**

- Experience working within the community sector and diverse groups and people
- Excellent interpersonal and communication skills
- Proven ability to work independently & flexibly.
- Demonstrated strong organisation and time management skills
- Demonstrated initiative and problem-solving skills.
- Demonstrated capacity to organise events.
- High level of competency in using computer programs and applications:
  - Microsoft Office Suite, particularly Excel and Teams.
  - Website maintenance such as WordPress
  - Facebook and Instagram
  - Canva
  - Zoom
  - Mailchimp

**Desirable:**

Knowledge of Community Development practice & principles  
 Drivers Licence & Car with Comprehensive Insurance for occasional events etc.  
 (Travel for Network West is reimbursed)

**Requirements:**

Employment subject to acceptable Police Check  
 Working with Children’s Check (or receipt for application for one)  
 Candidates must have the right to work in Australia.

**Applying for this Role:** All applications must address the Key Selection Criteria.

**Deadline for Applications:** 2 August 2024

**Further information:** Please contact Tania Phillips, Networker, [info@networkwest.net](mailto:info@networkwest.net)

**Phone:** 0437 644 050