



Position Description

Community Connector

Myrtleford Neighbourhood Centre

Title	Status	Reports to	Location
Community Connector	Casual employee or Contractor by negotiation: Flexible 16 hours per week from January to June, 2023.	Manager, Myrtleford Neighbourhood Centre (MNC)	Position based at MNC and/or flexible work from home; community engagement work based in Myrtleford and surrounds.

ABOUT THIS POSITION

Myrtleford Neighbourhood Centre invites applications for a new short-term position of 'Community Connector'. The Community Connector will play a key role in gathering information and facilitating connections that will strengthen community resilience and emergency/disaster preparedness in Myrtleford and surrounds.

The Community Connector will engage with community groups and organisations in Myrtleford and surrounds to identify and understand opportunities to collectively strengthen community resilience. The Community Connector will co-ordinate engagement opportunities and attend community events and gatherings to collect and share information, discuss and identify opportunities with community members and representatives from various groups and organisations and facilitate new connections between people and organisations. The engagement process will generate information on existing resilience related strengths, skills, resources, activities and capacities across the network of community groups and organisations in Myrtleford and surrounds.

Through the community engagement process, the Community Connector will also identify gaps, and most importantly, tangible opportunities for action that the Neighbourhood Centre and other community members/organisations can work on to strengthen and enhance community resilience and emergency preparedness across Myrtleford and surrounds. The Community Connector will collect and compile information and communicate this knowledge with various audiences.

The Community Connector will be supported in the information-gathering and design process by the Manager of the Myrtleford Neighbourhood Centre, the FRRR Disaster Resilient: Future Ready 'Resilience' Mentor and Action Researchers from the University of Sydney. A Community Reference Group will also provide leadership, guidance and support.



LOCATION

This position will be located at Myrtleford Neighbourhood Centre and/or a flexible work from home arrangement. Community group engagement activities will be centred on Myrtleford and surrounds. Some evening or weekend work may be necessary to enable engagement with community volunteers. The position is ideally .4FTE (2 days) per week, nominally over a 6-month period commencing in January 2023.

STATUS

The Community Connector could be engaged as either a casual employee or on a contract basis for those with an ABN and able to demonstrate appropriate insurance protection. The Community Connector will also need their own computer, phone and transport to attend events and engagement opportunities as required. Related personal expenses such as car and phone use will be reimbursed as agreed with the Myrtleford Neighbourhood Centre Manager.

This position is funded by the Foundation for Rural & Regional Renewal (FRRR) under the Disaster Resilient: Future Ready initiative. This initiative supports remote, rural and regional communities to improve wellbeing, increase preparedness and strengthen resilience. This enables communities to improve their capacity to endure, adapt and evolve positively when faced with the impacts of climate, disasters and other disruptions. To learn more, please visit www.frrr.org.au/drfr.

Key tasks and responsibilities

- Develop a plan for gathering information on community resilience strengths, skills, resources and capacities, as well as existing activities and needs, guided by the DRFR Resilience Mentor and the University of Sydney.
- Support the identification of opportunities and creation of actions/initiatives that the Myrtleford Neighbourhood Centre can support and/or work on with other community members and organisations to strengthen and enhance community resilience.
- Plan, organise and attend community events and community group meetings to discuss needs, gather information on current and potential community resilience attributes and facilitate connections between people and activities.
- Collate and communicate key findings to various audiences through appropriate channels/media in appropriate written and verbal form.
- Coordinate and manage expenses with the MNC Manager in accordance with the project budget.

Required skills and experience

- Strong inter-personal skills and demonstrated ability to develop constructive relationships with and between a diverse range of people and groups.
- Experience working with community groups, organisations and volunteers, ideally in an engagement or connection building role.
- Confidence to bring people together, share ideas and facilitate discussions.



- Understand and have an interest to learn more about community resilience, both generally and in the specific context of Myrtleford and surrounds.
- Excellent organisational skills and experience in organising community engagement and/or consultation opportunities and events.
- Strong written and verbal communication skills and ability to collate and identify key findings from community engagement processes and data sets.
- Self-directed and self-motivated with ability to work both autonomously and with guidance as required.

Application process

To apply, please forward a cover letter and resume demonstrating your suitability for the position. Your cover letter should describe how your skills and experiences meet those outlined in the position description and how these would enable you to successfully achieve the tasks and responsibilities. Please keep your cover letter to less than two pages. Your application should include contact details for two referees.

Applications should be emailed to Jill Graham, Manager, Myrtleford Neighbourhood Centre: manager@myrtlefordnc.org.au with the subject heading 'Application for the Community Connector role'.

Further information

For further information about this position please contact Jill Graham, Manager, Myrtleford Neighbourhood Centre, manager@myrtlefordnc.org.au, phone 03 5752 2775.

Closing date for applications:

Applications close at 5:00pm, Friday 16 December, 2022.

About Myrtleford Neighbourhood Centre

Myrtleford Neighbourhood Centre is a safe and welcoming hub for social, cultural and community learning connections. It services Myrtleford and surrounds.