Position Description

Network Manager

(Permanent Part-time - 30 hours per week commencing January 27, 2027)

Goulburn North East Association of Community Centres Inc. (GNEACC)

GNEACC is one of 16 Neighbourhood House Networks that are funded through the Neighbourhood House Coordination Program (NHCP) by the Department of Families, Fairness and Housing, Victoria to support Neighbourhood Houses at a regional level.

GNEACC is an Incorporated Association governed by a Committee of Management elected by the 24-member Neighbourhood Houses (NHs) located in the local government areas of Mitchell Shire, Murrindindi Shire, Mansfield Shire, Moira Shire, City of Greater Shepparton, Strathbogie Shire and Rural City of Benalla.

NH Networks provide management and operational support, as well as resources, to their member NHs. This includes personalised support to Committees of Governance and Managers. The Network Manger plays an important role with Neighbourhood Houses experiencing difficulties. Their role is to support the identification of risk and working with the organisation at the earliest opportunity. NH Networks also have a facilitative role, enabling their members to participate in broader community development and capacity building strategies.

At the State level all NH Networks, represented by their Network Manager meet regularly with the peak body, Neighbourhood Houses Victoria (NHVic) to address local and state-wide sector issues.

Position Summary

The GNEACC Network Manager is responsible for leading the strategic management of the organisation ensuring alignment with the goals and objectives of GNEACC. This role involves representation of member interests, advocacy at a local and state level and aiding Neighbourhood Houses in response to their challenges, risk and compliance and other operational matters.

Position Title:	Network Manager
Award	The *Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024* (NHACE 2024)
Classification	The *Social, Community, Home Care and Disability Services Industry Award* 2010 (SCHCADS) Schedule 2B Community Development Worker Level 7.1
Employment Mode:	Permanent Part-time
Reports to:	Committee of Governance (CoG)
Review date:	Three (3) months from start date
Time Fraction:	60 hours per fortnight
Location	This is a home-based position that requires travel across the region and State occasionally
Requirements	▪ Employment subject to an acceptable Police Check & Working with Children's Check ▪ Victorian Drivers Licence ▪ Employee must have access to a reliable vehicle and evidence of comprehensive motor vehicle insurance. Travel allowance for work related mileage in own car is in accordance with the NHACE Collective Agreement, 2024 ▪ Proof of residency if not an Australian citizen. ▪ Reside within one of the GNEACC Network LGA's.
Probationary period	6 Months

The Network Manager Role

The GNEACC Committee of Governance delegates operational matters to the Network Manager. The Network Manager is responsible for:

- Implementing GNEACC's strategic direction and policies
- Complying with Service Agreements and within the requirements of the Neighbourhood House Coordination Program including the DFFH negotiated Work Plan
- Supporting and resourcing the membership in governance and management, community development and capacity building
- Promoting the Neighbourhood House sector and advocating on key issues.
- Building and sustaining internal and external links appropriate to the work of GNEACC, its members and the wider regional/ State Neighbourhood House sector. This includes the Combined Networks Group and the NH Common Interest Group
- Undertake professional development as required.

Duties & Responsibilities

The Network Manager will collaborate closely, with each Neighbourhood House Manager and CoG to support the achievement and compliance of each organisation's requirements under the Neighbourhood Houses Coordination Program funding guidelines. The Network Manager will support capacity of the collective membership of the Region through collaboration, partnerships and advocacy.

The Network Managers responsibilities include:

Planning & Compliance

- Assist the CoG in developing the strategic plan and the annual operational plan, ensuring engagement with membership needs and strategic objectives.
- Identify community needs and develop a range of activities and programs to respond effectively, promoting them to ensure maximum community engagement.
- Recommend policy positions to the CoG based on community issues, industry developments, and government regulations.
- Seek and secure funding to support the organisation's activities, ensuring compliance with report requirements.
- Keep the CoG & membership fully informed of developments in the industry, relevant local, state and federal government bodies, not for-profit management and governance.

Operational Management

- Manage, supervise, and monitor the performance of contractors.
- Research new funding opportunities and preparing funding submissions in line with key strategic areas.

Support and resource Member Houses

- Provide up-to-date resources, training and information based on evidence-based planning.
- Promote and support effective governance practices.
- Provide peer support via visits, induction programs and programming assistance.
- Develop partnerships to explore and develop progressive models, to assist with long term sustainability of Member Houses.

Implement risk mitigation strategies

- Assess the operational risk of Neighbourhood Houses and develop mitigation plans with stakeholders where appropriate.
- Develop strategies in conjunction with key stakeholders, to assist Neighbourhood Houses in difficulty as required.
- Ensure policies and procedures are updated in line with current legislative changes (in collaboration with the GNEACC Committee of Governance).

Advocate for Neighbourhood Houses at a local and regional level

- Collect and disseminate information from/and to the Combined Networks meetings.
- Engage and extend relationships and collaboration with Stakeholders, DFFH & DET to ensure effective and comprehensive support is provided to members.
- Represent the network at local government, DFFH, NHVic, Network and Sector meetings, forums, and conferences.
- Advocate for the members of the GNEACC Network on priority issues, contributing to crucial sector campaigns, policy development and other sector matters.

Skills required

The Network Manager is required to have highly developed skills in the following areas:

- Experience of critically analysing the performance of organisations to meet risk management, compliance and stakeholder expectations
- Verbal communication including the ability to effectively engage with a range of people in an inclusive and non-judgmental way
- Expertise in facilitation, collaborative problem solving and conflict resolution
- Human resource management including recruitment, supervision and performance appraisal
- High computer literacy including Microsoft Office Suite, internet, email and G-Suite
- Time management and organisational skills including experience working independently with limited supervision and the ability to work collaboratively within a small team.
- Compliance with the principles and practices of Confidentiality
- Written communication, including the ability to produce written reports and funding submissions.
- Research and interpretation of relevant government policies and frameworks (e.g. Neighbourhood House Coordination Program, Association Incorporations Act etc.)

Key Selection Criteria

Qualifications

Tertiary qualifications in an appropriate field and relevant experience in Community Development and/or Governance are essential

Knowledge, skills and experience

1 Management and leadership

Demonstrated ability to manage, supervise and mentor in a community development context.

2 Risk management

Demonstrated experience in risk management practices with proven competence in identifying, assessing and assigning risk within established frameworks

3 Quality Improvement

Demonstrated experience of working within continuous quality improvement frameworks with experience in identification of opportunities and development of quality improvement plans

4 Community Development Leadership

Extensive experience as a community development practitioner and the ability to develop and facilitate capacity building and professional development strategies to strengthen integration of Community Development theory with practice.

5 Governance

A sound understanding of Governance from both a legal and community development perspective and proven competence in working effectively with community-based governance organisations, particularly in capacity building roles

6 Industrial Relations and Human Resources

Ability to provide guidance and support to enable NHs to respond appropriately to a wide range of industrial relations and human resource issues

7 Financial

Demonstrated high level of financial literacy including the ability to prepare and monitor budgets and comply with funding guidelines

8 Communication

Highly developed facilitation skills including the ability to engage groups in collaborative problem solving and decision making.

9 Project Management

Extensive experience in developing, managing and evaluating effective community development, workforce development, and capacity building projects.

10 Partnerships and Networks

Ability to work collaboratively within partnerships and networks to plan, implement and evaluate strategic initiatives.

APPLICATION PROCESS

To apply for this position, please submit a cover letter addressing the key selection criteria, along with your most recent resume. Please include the names and contact details of at least two referees.

Applications close 5pm on November 27, 2026 and should be emailed to: president@gneacc.com.au