

JOB DESCRIPTION

POSITION: Community Networker
South Westland (Ross to Haast)

HOURS: 15 hours per week (.4 fte)
Term time only (Terms 2 & 3 2010)

TERMS OF EMPLOYMENT:

Six month fixed term employment agreement or; Contract for Service

RESPONSIBLE TO:

- ◇ The Manager

FUNCTIONAL RELATIONSHIPS WITH:

- ◇ WestREAP Management and staff
- ◇ Local community and interest groups
- ◇ Other education, health, and social service providers
- ◇ Local advisory groups and/or key people

PRIMARY OBJECTIVES

- To develop and sustain networks within the South Westland communities (Ross to Haast) by liaising with all stakeholders including community members, representatives, agencies, organisations and other relevant bodies.
- Work with WestREAP's Manager and Sector Co-ordinators informing them of community issues, developments, and being a conduit for information flow between WestREAP, other providers, and community.

EXTENT OF AUTHORITY:

GENERAL

- Directly responsible for the facilitation of strengthening networks, information flows and sharing of community resources as per REAP's Annual Plan and Statement of Intent.
- As delegated by the Manager and Sector Co-ordinators to act as required by statutes and regulations within WestREAP's constitution, policies and procedures.

FINANCIAL:

- Directly responsible for the Community Networker's budget for the South Westland area as approved by the Manager and Board.

OCCUPATIONAL HEALTH & SAFETY:

The employee will comply with WestREAP's Health & Safety Policy and Management System and will take all practicable steps to ensure their own safety and the safety of others in the workplace.

KEY TASKS/RESULTS

Output: Community Liaison and Networking

- To establish and maintain relationships with individuals and key people in the community
- To establish and maintain relationships with other education and sectorial (ie: health, social services) providers and agencies
- To work collaboratively with other REAP staff in promoting and profiling REAP's services.
- To work collaboratively with a wide variety of providers, agencies, and organisations to identify opportunities for joint ventures and actively support a cohesive approach to forming multiple partnerships where identified and as appropriate.

Outcomes:

- The Community Networker will have regular contact with key community members, acquiring a broad knowledge base of the communities' existing services and special character.
- Opportunities to make optimum use of partnerships will be identified and developed.
- REAP management and staff will be better informed of the communities' service provision, characteristics, and be able to make an informed decision on developmental opportunities that better integrate services appropriate to the needs of the community.

Output: Needs Analysis

Through the development and maintenance of key relationships in the community and with relevant providers, the Networker will:

- Regularly consult to identify specific needs and gaps in service provision
- Identify appropriate agencies, organisations, and community leaders to partner joint venture arrangements that strengthen the community in line with its aspirations and goals.
- Act as a community conduit between the community, providers, and WestREAP's Management and senior staff to inform developments, issues, and needs relevant to those communities.

Outcomes:

- Relationships with a wide variety of stakeholders and WestREAP management are professionally and regularly maintained.
- Contact with stakeholders and community provides information and data that is purposeful and relevant to inform robust decision making, planning and development.

Output: Resources and Information Service

- The Community Networker will build and maintain a broad knowledge base of what resources, services or information is available to the community or where these can be located.
- To provide community with basic, up-to-date information about learning options and activities, as well as other services, available locally, regionally or nationally.
- To direct enquiries to WestREAP or other relevant services for more detailed information/resources.

Outcomes:

- The Community Networker is well-informed about service options and able to provide helpful and appropriate information on request.
- The Networker is able to broker the use of other providers and other relevant services.

Output: Administration

Planning & Reporting

- Develop a six monthly workplan that reflects a considered approach to relationship development and management with stakeholders and across the communities the role will service.
- Report on key information including accurate data that informs REAP Management and Staff - as well as other providers - for the purpose of developing actions, informing needs analysis and future planning.
- Present monthly written reports to the WestREAP Manager.
- To contribute to the WestREAP Annual Report.
- To operate within the authorised budget and monitor this regularly.
- To undertake the various administrative tasks associated with the role and as required of a REAP employee.
- Participate in monthly meetings with the Manager for the purpose of regular supervision, monitoring the Networker’s workplan and to discuss ideas and issues emerging from the relationships being developed and maintained.
- In consultation with the Manager, attend REAP monthly or bi-monthly staff meetings.

Outcomes:

- The workplan is manageable and takes into account economies of scale to maximise resources in servicing a sparsely populated geographical area.
- Data and information recorded and supplied is accurate and meaningful to stakeholders, REAP and other providers.
- Monthly reports are submitted in a timely and accurate manner.
- The Networker is adequately supported and resourced as an individual worker and has the opportunity to participate fully as a member of the WestREAP Team.

SIGNED:
Community Networker

DATED:

SIGNED:
Manager

DATED:

Person Specification

The ideal person for this position requires:

- Relevant tertiary qualification.
- Proven experience in a community development role or similar field.
- Highly developed relationship management skills
- An ability to work with a diverse range of people including community, agencies and organisations and key interest groups.
- Communication skills that focus on building rapport with a range of ages and groups across ethnicities, ages, and economic sectors.
- Knowledge of issues and barriers that rural and isolated communities can experience.
- Well developed administrative and report writing skills including accountability reports
- Some experience in managing a budget.
- Ability to work independently and as a team member
- Excellent written and oral communication skills
- Effective planning, organisation and time management skills
- A passion for working alongside communities to assist them in meeting their own needs and strengthen their communities.

General Conditions:

- This is a six month fixed term position for 15 hours per week and reports directly to the WestREAP Manager.
 - Candidates are expected to abide by the policies and procedures of WestREAP.
 - WestREAP's employment policy requires that a police check is mandatory for selection to any position of employment. An authority to conduct a police check will be offered during the process for appointment to the position.
 - The full time annual equivalent salary scale for the position is negotiable from \$42,465.48 to \$45,898.26 depending on qualifications and experience.
 - A current driver's licence and willingness to travel across the position's region, prioritised by a workplan.
 - If you are required to travel on WestREAP business, in the event that a REAP vehicle is not available then staff are eligible for reimbursement for the use of their own vehicle at the IRD rate of .70c per kilometre. This must be approved prior to the travel being carried out.
 - WestREAP offers a full induction programme upon commencement of employment. Hours of work will be negotiated with the successful candidate and all WestREAP staff are required to nominate their workdays and supply the administration team and Manager with a diary of availability.
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