Position title: Community Convenor  
Level: 6  
Unit: Centre for Social Impact  
Faculty: Australian School of Business  
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A. JOB PURPOSE

The Social Impact Measurement Network of Australia (SIMNA) is one of several communities that the Centre for Social Impact supports. It was launched in December 2012, with a purpose to foster the emerging practice of social impact measurement and to help members navigate it. SIMNA is a knowledge sharing network and has over 500 members and chapters in Sydney, Melbourne, Brisbane and Canberra, with plans for chapters to be opened in other major cities soon.

The Community Convenor is responsible for bringing people together to foster the emerging practice of social impact measurement. They will:
1. Help clarify and drive the purpose of the collaboration;
2. Identify and attract new stakeholders and act as a key conduit between members, the National Council, State Chapters and specific purpose Committees; and
3. Provide broad administrative support to the SIMNA Steering Committee in areas such as membership management, financial and governance management, events, publications and marketing and ensures that SIMNA runs efficiently and effectively;
4. provide administration and marketing support to other CSI communities, including CSI’s own network.

The role of Community Convenor is supported by, and located within, the Centre for Social Impact in Sydney CBD, which is part of the Australian School of Business.

B. MAIN DUTIES

Help clarify and drive the purpose of the collaboration
- Assist SIMNA to remain committed to its purpose
- Work with the Chair and the Steering Council to support the development of a strategy and work plan that aligns with its purpose
- Identify and prioritise activities and events that align with SIMNA’s strategy and objectives

Stakeholder engagement, chapter and Sub-committee Relations & Support
- Identify and engage new stakeholders who may interested in participating in SIMNA
- Liaise with SIMNA State Chapters at least monthly to understand state plans and issues and share information with the Steering Committee
- Share information and nurture the evolution of the chapters, helping them to grow their local membership and organise 2+ events per annum
- Provide basic marketing and communications support to the Chapters, promoting their events through SIMNA channels and facilitating registrations
- Gather and gain committee representative approval for content material from Chapter events to be posted onto the SIMNA website
Facilitate follow-up with Chapter members following state events to disseminate minutes or material via social media
Consult with the Chapters and sub-committees and encourage feedback and input into SIMNA’s strategy, policies and advocacy.

Networking, Marketing & Communications including Social Media
With CSI, manage the SIMNA website, ensuring high quality content is delivered in a timely fashion.
Assist with website functionality upgrades as requested
Promote SIMNA news and events through SIMNA and partners social media channels (Facebook, Twitter, LinkedIn).

Community Convenor to the Council
Organise and attend all Steering Committee meetings including arranging teleconferences and sending invitations to Council and other participants required
Take accurate minutes of Committee meetings and distribute within one week of the meeting, highlighting actions and deadlines
Gather and circulate teleconference agenda and papers a minimum of one week before meetings
Provide a timely follow up with Council members between meetings to ensure ongoing progress of the workplan
Provide monthly progress updates at the Council meeting. These updates address challenges, successes, revised deadlines and recommendations for any change to process or allocations
Provide briefing and materials to Council members when they are asked to present at Chapter meetings
Establish an information management system to track all records and data such as paper trails, emails, financial transactions etc.

Other CSI-linked Communities
Provide administrative and marketing support to other CSI communities, including CSI’s own network.

Organisational Health & Safety
Cooperate with all health and safety policies and procedures of UNSW and take all reasonable care to ensure that actions or omissions do not impact on the health and safety of others.

C. ENVIRONMENT

Position Context
The Social Impact Measurement Network of Australia (SIMNA) was launched in December 2012. Its purpose is to foster the emerging practice of social impact measurement and to help members navigate it. This is the first community to be supported and funded by the Centre for Social Impact, and may be joined by others in key areas of interest to CSI.

Reporting Relationships
This role has dual reporting lines:
SIMNA Supervisor (delivery of main duties): SIMNA Chair
UNSW Supervisor (employment, professional development, CSI): CSI General Manager
CSI Other Communities (marketing and admin support): Marketing & Communications Manager
Other positions reporting to the CSI General Manager:

- Administrative Officer
- Accountant

Other relationships:

- SIMNA Steering Committee members
- SIMNA Chapter leaders
- CSI Director of Marketing and Marketing & Communications Manager and Engagement team
- CSI Research Director

D. PRINCIPAL ACCOUNTABILITIES

- Support the Chair and Steering Committee to develop a strategy and plan
- To develop and manage a work plan, set priorities and monitor workflows
- Add value to SIMNA members through relevant and timely sharing of information and effective marketing of and communication to the network.
- Provides broad administrative support to the Council in areas such as membership management, financial and governance management, events, publications and marketing to ensure that SIMNA runs efficiently and effectively.
- Act as a key conduit between members, the National Council, State Chapters and specific purpose Committees.
- Provide an positive membership experience for SIMNA members

E. SELECTION CRITERIA

- Relevant qualification, extensive experience or an equivalent level of knowledge in administration gained through any combination of education, training and/or experience
- Demonstrated ability to facilitate collaboration
- Ability to problem-solve using situation analysis, interpretation and initiative
- Demonstrated ability to plan, organise and prioritise work and deliver outcomes
- Attention to detail
- Interpersonal skills, confidence building new relationships and ability to work effectively with a range of stakeholders
- Familiarity with and interest in social media communications
- Flexible and adaptive to change
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training
- Knowledge of equal opportunity principles.