



Position Description

Position Title: Network Coordinator (RDI Network)

Team: Policy and Advocacy Team

Location: Canberra or Melbourne

Employment Status: Full time or part time (4 days min), fixed term contract until October 2021 (with possibility of extension)

Reports to: Network and Partnerships Manager (RDI Network)

Reports to position holder: NA

Salary: Pro rata range of \$75,706.77 to \$88,098.63 (depending on the skills and experience of the candidate) plus 9.5% superannuation. Under current taxation laws, up to \$15,900 of the base salary may be taken as a tax-free fringe benefit.

Organisational Context

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. The Research for Development Impact Network (RDI Network) is a collaboration between ACFID and Australian universities. Operating since 2009, the Network has almost 2,000 individual members and aims to:

- Champion and provide leadership in effective development research, evidence and practice.
- Strengthen cross-sector partnerships and linkages in Australia and with developing country research institutions, including stimulating and supporting partnerships between ACFID members and Australian universities.
- Improve sector capacity to undertake effective and ethical development research and education.
- Improve uptake and use of research and expertise to inform policy, practice and discourse across the Australian development sector and more broadly.

The Network is governed through a Steering Committee – the RDI Committee – consisting of representatives from ACFID member NGOs, affiliated universities and ACFID’s Secretariat.

The RDI Network Secretariat is funded through a grant from the Department of Foreign Affairs and Trade (DFAT). Secretariat staff are employed by ACFID and are part of ACFID’s Policy and Advocacy Team.

For more information about the RDI Network: www.rdinetwork.org.au.

Purpose of the Position

This position supports the Network and Partnerships Manager and the RDI Committee to stimulate and support implementation of the RDI workplan and engagement both within the Network membership and beyond.

The Network s Coordinator will:

- a) Build and maintain relationships with Network members, external stakeholders and key organisations within the sector, with the purpose of identifying strategic opportunities that support the exchange and uptake of evidence and of communication processes;
- a) Lead project management of key Network initiatives as directed/agreed, including the management of external consultants and steering/advisory groups.
- b) Support the Network to develop and implement engagement plans around products/events to maximise impact and manage the production of high-quality designed publications and material;
- c) Support the RDI manager in delivering and monitoring of the DFAT funding agreement;
- d) Stimulate engagement and awareness between RDI Network members by creating online and face-to-face communication opportunities, and facilitating communications and engagement with members;
- e) Support the continued development and implementation of the RDI Network's communications strategy and key initiatives.

Key Areas of Responsibility

The responsibilities of the position include, but are not limited to:

1. Network support and project management
 - Provide administrative support to the functioning of the Network's governance group - the RDI Committee.
 - Support the management of the Network, including financial monitoring, contract management, procurements and implementation of relevant operational guidelines in accordance with ACFID and DFAT policies.
 - Actively contribute to the monitoring, evaluation and learning systems of the Network including development processes and systems to demonstrate impact and value of the network to key stakeholders
 - Effectively manage research projects including developing Terms of Reference; managing a Steering Group, managing relationships with consultants and stakeholders; tracking performance and monitoring deliverables; and coordinating or undertaking reporting requirements.
 - Undertake domestic travel to participate in relevant meetings, organize Network workshops and assist with project evaluations as required.
2. Relationship building and management
 - Develop and manage relationships and partnerships with RDI members and key stakeholders in government, academia, NGO and other sector stakeholders. Including administrative support, convening regular meeting and regular internal reporting between all stakeholders.

- Support the management of the DFAT funding agreement and the ACFID partnership including relationship management and reporting requirements.
3. Events and communications
- Take a leading role in the initiation and coordination of seminars, conferences and workshops,
 - Plan and implement strategies for the promotion and engagement of audiences in face-to-face events, creating spaces for networking and knowledge sharing.
 - Support the implementation of the Network's Communications strategy including drafting newsletters, website updates and maintenance

Required Core Competencies

Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

Being Adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

Developing effective working relationships

We build, maintain and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills.

Exercising sound judgment and critical thinking

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent and principled decisions and commit to action in a timely manner.

Translating the big picture into action

We think strategically and are all responsible for implementing ideas in a practical and evidence-based manner through outcome-oriented planning and action.

Required Functional Competencies, Qualifications and Experience

- Demonstrable experience in communications, and in developing and implementing communication strategies (at least 4 years preferable).
- Excellent writing skills, attention to detail, storytelling and copy-editing ability and understanding of how to tailor communications to different audiences, channels and objectives.

- Experience maintaining a website (preferably familiar with WordPress) and managing social media engagement. Demonstrated publication management and graphic design skills (desirable).
- Experience in project and event management, including working with consultants and stakeholders in a collaborative manner.
- An understanding of the issues relevant to the aid and development sector and/or an understanding of the functional and operational realities of academic institutions and development NGOs (desirable).
- An ability to undertake some domestic travel is also required for this position.

Standard Occupational Health and Safety (OHS) Responsibilities for Non-Supervisory Staff

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Any offer of employment will require a National Police Check. To be eligible for this position you must have a legal right to work in Australia.