

## Community Lab Convenor

<b>Reports To:</b>	Head of Impact
<b>Key Relationships:</b>	CEO
	Impact team
	GROW team
	Marketing and Fundraising team
	Community Partner Organisations & Grantees

### Who we want to be:

To be recognised as one of the most progressive foundations in Australia.

### What we are going to do:

To use all of our energy and resources, in partnership with the community, so that all people and all places thrive.

### Why we exist:

To build a fairer community in the G21 Region

### What is important to us:

- Trust** At the core of every relationship is trust. We choose to start from trusting in other's motivations, knowledge, expertise and experiences.
- Together** We're better together. The best outcomes come from partnerships, collective action and the wisdom of crowds.
- Driven** We value actions and getting things done and are driven by achieving outcomes that match our purpose.
- Bold** We value the imaginative. Those that can imagine a better way and then pursue that with courage and care.
- Fun** While change can be complex and challenging, we value the perspective that fun and good humour brings to this work.

### Position Overview:

Reporting and Accountable to the Head of Impact, the Community Lab Convenor will be responsible for establishing and developing the Give Where You Live Foundation's Community Lab. The role is newly established to support the creation of a significant priority for the Foundations Strategy, to create and establish a commitment and approach to codesign.

The Community Lab Convenor will bring key stakeholders together, and facilitate planning, problem solving and codesign processes to better understand key issues impacting our region, and to test and trial new ideas. The role requires a unique set of skills which can bring people together around purpose and principles, and create conditions in which participants can self-organise.

The role will connect, convene, catalyse and (where appropriate) coordinate priority projects that enable the Foundation to increase impact across the G21 region. The role will support the Foundation to be bold, try something new and to work collaboratively with partners to achieve mutually agreed outcomes. The

Community Lab Convenor will ultimately contribute towards supporting the development of codesign skills and practice across the region, to support communities and collaborative initiatives to create a more equitable region where all people and places thrive.

## **Responsibilities**

### **Facilitation & Convening**

- Through the Community Lab connect, convene, catalyse and (where appropriate) coordinate priority projects that enable the Foundation to increase impact across the G21 region.
- Facilitate planning, problem solving and codesign processes to support delivery of prioritised projects.
- Provide leadership to empower teams, providing guidance, provoking thought and removing barriers so that all participants can reach their full potential.
- Provide coaching and capability support to key stakeholders as part of the Community Lab and priority projects.

### **Relationship Management**

- Drive collaboration with key stakeholders and provide leadership on the creation of the Community Lab.
- Bringing together and aligning stakeholders around purpose, principles and practice to increase impact and add value to communities and community partners.
- Relationship management with key partners in the development of the Community Lab and priority projects.
- Build and maintain relationships, networks, coalitions or communities of practice that encompass a range of perspectives, cultures, backgrounds and life experiences.
- Working closely with the Impact and GROW teams in the identification of priority projects and to ensure a coordinated and supportive approach to engaging with key stakeholders.

### **Design & Planning**

- Develop and grow the Community Lab and the Foundation's and region's practice of codesign.
- Oversee project management that is agile and flexible and creates the conditions in which participants can self-organise.
- Work with community partners and community members to imagine, design and implement solutions that work for them.
- Provide creative contribution to initiatives supporting innovative and bold solutions, practicing curiosity and encouraging a learning mindset.
- Leading and influencing change through asking questions, challenging the status quo, elevating different voices and being a provocateur.

### **Learning & Evaluation**

- Collect, analyse, synthesise and share insights and learnings.
- Establish, track and evaluate key measures of success for the Community Lab and priority projects.
- Assist to develop impact stories, reports and visual tools to communicate complex ideas and outcomes simply and effectively.
- Work collaboratively with the Give Where You Live Marketing and Fundraising team to communicate key challenges, outcomes, learnings and impact of the Community Lab and priority projects.

## Administration / Management

- Participate as representative of Give Where You Live at key forums, networks and events.
- Contribute towards the overall purpose, outcomes and successful operation of Give Where You Live, assisting other staff members with advice and support when required.
- Develop processes and resources which support codesign approaches and the establishment of the Community Lab.
- Develop sustainability plan for the ongoing delivery and resourcing of the Community Lab.
- Support the ongoing maintenance of files, documents and communication for the Impact team.

## Key Capabilities

### Qualifications and Experience

- Tertiary qualification in related field
- Minimum of 5 years' experience working in a similar role or within the NFP/community sector
- Demonstrated experience in building and nurturing networks, coalitions or communities of practice that encompass a range of perspectives, cultures, backgrounds and life experiences.
- Demonstrated experience in experimenting, innovating, evaluating, strategic thinking and design.
- Agile project management experience with ability to create the conditions in which participants can self-organise, and recognising when further support may be needed and when / how to step in.
- Rich experience in working with community members to imagine, design and implement solutions that work for them.

### Knowledge and Skills

- Knowledge of the core elements of codesign, place based approaches and systems change.
- Highly advanced communication, interpersonal and relationship building skills, and ability to communicate complex ideas simply and effectively.
- Highly developed problem solving skills and ability to see gaps and opportunities for support and connection.
- Practical and outcomes orientated approach and yet can put ideas into practice. You set challenging yet realistic goals with clear measures of success.
- Drivers Licence and Working with Children Check and essential.

### Attributes

- Collaborative leadership style open to experimentation and learning, with the ability to push through ambiguity to deliver results.
- Advanced self awareness with genuine energy, passion and commitment to working within the community sector.
- Adept at sitting in uncertainty and can hold and lead others through it, to help build perspectives on complexity, seeing patterns and supporting others to build connections.
- Self starter comfortable with working both collaboratively as well as independently and autonomously.
- Unrelenting belief that people are the experts of their own experience. This comes through in your work and the way in which you influence those in power.
- Comfortable sitting with uncertainty and ability to lean in and test and try to learn more. Comfortable with failure and ability to work within a dynamic sometimes ambiguous day to day environment.
- Ability to work under pressure and thrive within a small team.