

Engagement Coordinator Position description

Introduction

CEHL is piloting a new way to build co-op capacity to influence Program direction and decisions.

The pilot will offer an exciting opportunity for co-op members in each region to be trained as Engagement Coordinators. The aim is to identify two Engagement Coordinators for each region.

Initially this is a short-term role (Feb – May 2022) focussed on engaging member co-ops to learn about and provide feedback on important developments that will inform the future of the Co-op Housing Program. The key areas for review are establishing a Program Outcomes Framework (POF) and developing a Member Value Proposition (MVP). Both of these developments will enable greater understanding of the value that Co-ops and CEHL offer to members.

The capacity building training provided will allow members to enhance their facilitation skills then gain practical co-facilitating a member coop process. The Engagement Coordinators will play a valuable role in building the capacity of member co-ops to influence important Program decisions.

The role will be structured to allow for a range of time commitments. It is estimated that from February to June there will be approximately 45 hours for full engagement.

If you have any questions about this pilot approach then please contact Nicola Foxworthy at nicola@cehl.com.au

Position Description

After receiving capacity building training, the role of the Engagement Coordinators will be to design and deliver feedback sessions around the two new aspects of the Program (the POF and MVP). To support this the Engagement Coordinators will also be active in encouraging members to participate in the sessions. The key aspects of the role, the benefits of being an Engagement Coordinator and the skills preferred are outlined in the figure below.

What ECs will do	The benefits of the role	Skills/experience preferred
<ul style="list-style-type: none"> Participate in design and delivery of engagement sessions for members (re the POF and MVP) with CDCs and Think Impact Motivate members to engage and participate in sessions Be a conduit for member voices Participate in summarising feedback and feeding back to members the results of approach Provide feedback on role through the pilot. 	<ul style="list-style-type: none"> Gain a deeper understanding of the POF and MVP Capacity building training to build facilitation skills Gain practical experience designing, co-facilitating and summarising member feedback from sessions Build a greater understanding of the co-op network Strengthen and grow connections within the co-op network. 	<ul style="list-style-type: none"> Interest in amplifying the voices of co-op members Active listening skills Previous experience with Zoom or other virtual meeting tools Ability to understand and reflect diverse or competing perspectives Ability to understand the importance of maintaining neutrality Previous experience in a people-facing role or previous volunteering experience outside the program Strong awareness and connections within your co-op Interest in engaging with other co-ops Passion for the co-op model of housing

Figure 1 Engagement Coordinator profile

How we will support your success

Training and support

Training and support will be provided by social impact consultancy, Think Impact. They will be providing capacity building support to prepare materials, conduct the engagement, design the sessions and engage members. Alongside the capacity building training sessions there will be coaching and mentoring in small groups or on one-to-one basis.

Technical resources

Engagement Coordinators will be provided with resources such as presentation templates and guidance to conduct and prepare for engagement. Resources such as computer and internet access, and translators will be available to Engagement Coordinators where required.

Financial remuneration

A stipend of up to \$2,500 will be distributed across the project following the completion of major milestones. See the 'Indicative Stipend' section for details.

Anticipated time commitment

After the selection process, members will attend initial training delivered by Think impact. This will be a series of capacity building sessions in February.

Whilst commitments may vary, total time commitment is estimated to be 45 hours across the timeline. The anticipated time commitment is outlined in Figure 2 below.

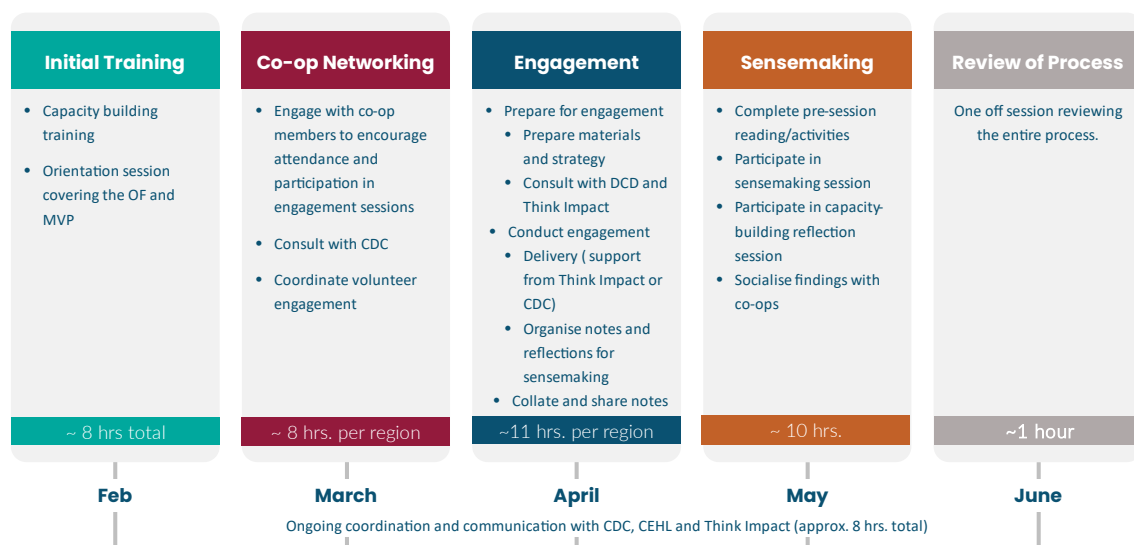


Figure 2 Anticipated timeline and commitments

Applying for the role

Following the Q&A/Information Session run by Think Impact the next step in applying for the role is to submit an Expression of Interest (EoI). This EoI is a short form that outlines your interest in the role and experience in terms of the skills/experience preferred (as outlined in figure 1). The EoIs should be sent to Amy King (amy.k@cehl.com.au) by 17th January 2022. If you would like some assistance to develop your application, please let Amy know.

The Expressions of Interest letters will be reviewed by a selection committee comprised of a member of the CPC, Think Impact and a CEHL staff member. Those who are selected will be invited to participate in the capacity building training in February.

Indicative stipend

CEHL is providing a stipend of up to \$2,500 per Engagement Coordinator. The total amount will vary based on the number of activities involved in.

Table 1: Indicative remuneration

Milestone	Est. timeline (2022)	% of total remuneration	Max. value
Orientation session: Understanding program outcomes framework and MVP	End Feb	10%	\$250
Engage co-ops & co-facilitate feedback session*	March & April	35%	\$875
Participate in summary of findings workshops*	Early May	15%	\$375
Reflection session	Mid-May	10%	\$250
Socialise findings with co-ops*	End May	30%	\$750

*Remuneration will be contingent on satisfactory completion of the session objectives.