

Position Description – Community Building Convenor

Join the Melbourne Development Circle's Leadership team as Community Building Convenor; maintaining and building our Melbourne based development community.

The Community Building Convenor plays a crucial role in growing and maintaining a thriving development community that is central to our mission. Through focused networking events and casual social meetups, you will engage and grow our network to create lasting relations and build on The Development Circle's activities. You will be building on existing Action Group activities, such as our Game Changer series, with a scope to enhance processes and strategy to grow our community outside these events and provide a new platform of engagement and networking amongst the Melbourne development community.

MDC Background

MDC is an incorporated association that aims to develop cross-sectional relationships within the development sector in Melbourne. Our goal is to create "an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals". How we seek to achieve this goal is outlined in our [Theory of Change](#) and supported by a team of volunteers, students, and international and community development professionals.

About you

- You share our commitment to creating positive social, economic, environmental and cultural change
- You are proactive and very organized, with excellent written and oral communication skills
- You have experience in community building or event management either in a professional or voluntary role or have a strong desire to learn and a passion for this
- You love to build relationships and help create new connections amongst our members and wider community
- You enjoy working as part of a dynamic team, are flexible and fun.

Key Responsibilities

Organisation Support

- Assist in growing MDC's community of Melbourne based development practitioners;
- Support the development and implementation of strategic and operational engagement plans to support MDC to achieve its objectives;
- Work alongside other Action Group Convenors to deliver relevant events that meet the shared vision of MDC.

Events

- Develop and implement community-building events, both in-person and online, to grow our network and strengthen our community;
- Engage our general volunteers to assist with the establishment and conveying of these events, delegating tasks as needed;
- Work alongside the Communications team to create and deliver a communications plan for events.

Terms

12-months minimum commitment and handover/onboarding of the new Community Building Convenor at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

Time commitment

- Up to 10-12 hours per month to undertake the work of the role
- Eight meetings p.a. of Leadership Team and Action Group Members (1-1.5 hours each)
- Monthly meetings with the Communications team (1 hour)
- Annual planning meeting (half a day, 2 hrs prep)
- Annual General Meeting (1.5 hrs, 2 hrs prep)
- Regular attendance at and assistance with running (where appropriate) MDC events.

MDC is a working voluntary committee, which means the individuals in the team may also be carrying out the activity of the group. There is no obligation on position-holders such as the Community Building Convenor to lead an activity in addition to their role and key responsibilities, however, that option is open to the incumbent should they wish to get involved.

Application details

To Apply

Email the MDC Leadership team melbourne@developmentcircle.org with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

As this is a leadership role, you will need to also apply to become a member of the association, so please also include in your email a statement that:

- a) You wish to become a member of the association
- b) You support the purpose of the association (highlighted in [model rules, page 2](#))
- c) Agree to comply with these rules.

What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a phone call with a member of the team.

Following this, we will arrange a coffee meeting with either MDC President, Barbie Barclay-Sutton, or other committee members.

If your application is accepted you will be contacted by a Leadership Team member with a confirmation and next steps for onboarding.

As soon as practical we will arrange a meeting with the rest of the team so you can get to know everyone - either at an upcoming event or over a meal.