

Position Description – Collaboration Coordinator & Treasurer

Join the Melbourne Development Circle (MDC) Leadership Team as Collaboration Coordinator. The Collaboration Coordinator is vital to the ability of MDC to continue our work; ensuring the smooth operations and financial compliance of our volunteer-run incorporated association.

MDC Background

Our vision is to be “an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals”. How we seek to achieve this vision is outlined in our [Theory of Change](#) and supported by a team of volunteers who progress activities of interest to international and community development students and professionals (in not-for-profits, social enterprise, government and the private sector) and those interested in the community development field.

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 Collaboration Coordinator to run an activity in addition to their leadership role, however, that option is open to the incumbent should they wish to get involved. MDC implements a dispersed leadership model, this means that we all share the formalities of running a Committee, such as chairing and minuting meetings.

The MDC Leadership Team upholds a culture of supporting each other and a means of social networking. We strive to be representative of the community and international development sector and we encourage First Nations, refugee and migrant peoples to apply.

MDC Collaboration Coordinator responsibilities

The Collaboration Coordinator position is a senior role within the Leadership Team that enables connection between Action Groups and financial oversight for MDC's activities. The Collaboration Coordinator would participate in bi-monthly (via online or in person) MDC Leadership Team meetings. This role also chairs and coordinates alternating bi-monthly Action Group Collaboration Meetings that focus on bringing Action Group Convenors, Event Manager, other relevant Leadership Team members and volunteers together to collaborate on MDC activities.

Key Responsibilities include:

- Primary effort (50%): Facilitate collaboration between MDC Action Groups through coordination of bi-monthly meetings and other mechanisms determined as appropriate by the incumbent and action group members and support greater connection between members and volunteers as they manage MDC activities. Supervise the MDC Event Manager.
- Moderate effort (20%): Be the key point of contact for action groups for event budget support and reconciliation by developing annual and event budgets in collaboration with the Events Manager and Convenors, coordinating supplier payments and reimbursements (via a reimbursement form) following MDC events
- Moderate effort (20%): Manage and reconcile the MDC bank account. Providing quick financial summaries for the team after each event with any revenue / loss for that event, as well as overall financial position. There are approximately 5 main events each year.
- Minor effort (10%): Prepare financial statements for AGM and coordinate signatures for statements. Attendance at AGM to present financial statements, (duties outlined under "Treasurer" as per Victorian Incorporated Association and MDC's Model Rules).
- Optional: Work with other team members to develop and execute sponsorship opportunities.

Support to undertake the role:

- MDC has a set of volunteer policies and procedures to guide all members
- This role has use of an MDC email account to communicate (accounts@developmentcircle.org) and respond to any associated enquiries, forwarding on any emails to other team members as required
- The MDC Leadership Team encourages a continuous improvement mindset and shared responsibility for the effective functioning of the organisation. We encourage

the incumbent to proactively identify any potential issues with cash flow/pricing and communicate these to the committee with adequate time for resolution based on the meeting schedule. Whilst the Collaboration Coordinator is responsible for financial oversight, it is the responsibility of all MDC members (i.e. Leadership team) to ensure financial and association sustainability.

Terms

12 months' minimum commitment in addition to handover / onboarding of new Collaboration Coordinator 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**
 - Nine meetings p.a. of Leadership Team and Action Group Members (1-1.5 hours each)
 - Annual planning meeting (half a day, 2 hrs prep)
 - Annual General Meeting (1.5 hrs, 2 hrs prep)
 - Meeting preparation and Leadership Team tasks (avg 2 hrs per month)
 - Regular attendance at and assistance with running (where appropriate) MDC events.

- **Ideal skills/attributes of MDC Leadership Team members**
 - Ability to take initiative in identifying and completing tasks that are required to progress team goals, and identifying and communicating financial risks
 - Good understanding of budgetary processes
 - Strong organisational skills
 - Strong communication skills and ability to work as a team
 - An openness and enthusiasm for using web-based collaboration software (e.g. Hangouts, G-Suite, Zoom), access to a laptop or desktop computer required
 - Knowledge of development community and current issues
 - Passion to represent MDC with the development community and broaden networks and improve collaboration
 - Ability to dedicate 8-10 hours per month to MDC work.

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 and MDC's rules of association will be discussed with the successful candidate.

Applications will be considered and processed as they are submitted, so don't wait to apply for this excellent opportunity. We strive to be representative of the community and international development sector and we encourage First Nations, refugee and migrant peoples to apply.

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 meeting (online/in-person) with a member of the team.

If your application is accepted you will be contacted about next steps for onboarding and handover with the current position-holder and introduction to the team.

Questions?

Email melbourne@developmentcircle.org to ask more about the role, the systems we currently have in place, or anything else!