

The Voice Inc. | Terms of Reference 2024 | Network Support Manager

Position	Network Support Manager
Reporting to	Executive Director
Location	Port Moresby, The Voice Inc Head Quarters
Objective	Coordinate support to The Voice Inc’s ‘Developmental Leaders Network’ including University network
Background	<p>The Voice Inc is a dynamic Papua New Guinean development organisation that supports individuals and groups to progress positive change in their nation, communities and in public and social policy. TVI has been operating for over 17 years and supported thousands of young people, groups and organisations across 12 provinces.</p> <p>TVI is implementing the Local Leadership and Collective Action Program (LLCAP), supported by the Australian Government through the Building Community Engagement in Papua New Guinea (PNG) program. LLCAP aims to support public policy reform and improved implementation on key development issues facing PNG.</p> <p>TVI’s greatest asset is its network of leadership graduates, alumni and partner organisations. This network includes people in leadership positions in community, universities, government, private sector and civil society. To achieve the objectives of TVI and LLCAP, effective support for this network of leaders to come together and progress collective action and reform is critical.</p>
Key Responsibilities	<p>The Network Manager will develop and oversee a timeline of activities and a suite of resources and opportunities for the TVI network that will support their reform and change work. This network of leaders are in most provinces in PNG and in the five universities TVI partners with.</p> <p>The Network Manager oversees a small team with the following responsibilities;</p> <ol style="list-style-type: none"> 1. Develop and maintain network relationships <ol style="list-style-type: none"> a. Work with network to understand needs/ value add of network b. Develop and maintain relationships with key members of the TVI network c. Identify leaders and influencers interested to join the TVI network 2. Plan suite of supports and calendar of activities <ol style="list-style-type: none"> a. In collaboration with network, plan activities and maintain calendar of activities eg. learning, training, networking, action events. Face to face and online, network member led and TVI led b. With network and TVI leaders plan suite of resources and opportunities available to the network (eg. training, grants) 3. Implement calendar and network supports <ol style="list-style-type: none"> a. Oversee implementation of network events b. Oversee processes and resources provided to network members and reform teams

	<p>4. Oversee PDIA course- signature LLCAP training The PDIA course is a key offering to the TVI network. The network manager will;</p> <ol style="list-style-type: none"> a. Work with TVI senior manager to plan annual PDIA course b. Oversee coordination of all stages of PDIA delivery- from recruitment through to participant graduation c. Work to incorporate PDIA graduates into TVI network <p>5. Communication with members</p> <ol style="list-style-type: none"> a. Maintain regular communication with network members to communicate opportunities and events b. Work with TVI team and through online platforms to develop and manage network communication processes <p>6. Maintain network membership information and data</p> <ol style="list-style-type: none"> a. Ensure network database and contacts up to date b. Ensure network activity data recorded into relevant TVI data collection tools c. Work with Clean Gen Academy tools to manage members and network information <p>7. Gather and communicate network stories</p> <ol style="list-style-type: none"> a. In collaboration with TVI communication team, identify and gather relevant content about network members or groups and provide to TVI platforms for publishing
<p>Selection Criteria</p>	<ol style="list-style-type: none"> 1. Proven experience successfully working to support networks, groups or similar activities 2. Strong experience managing relationships with leaders in civil society, government and community in PNG 3. Extensive experience with event and activity management 4. Proven ability in managing training, facilitating workshops and hosting events 5. Experience and proven ability in working with online communication and network management tools 6. Strong written and verbal communication in Tok Pisin and English
<p>Remuneration</p>	<p>Competitive salary package</p>
<p>Application Process</p>	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume 2. Response to selection criteria of no more than 2 pages 3. Optional Cover letter of no more than 1 page <p>To: info@thevoicepng.org</p> <p>Deadline for applications is Friday 3rd of May, 2024. For more information call: 7203 2055 or email us on the above address.</p>