



JOB DESCRIPTION

Position Title: TORONTO HIV/AIDS NETWORK DIRECTOR

Date: March 2018

Organizational Overview

The Toronto HIV/AIDS Network (THN) facilitates HIV/AIDS planning, collaboration, engagement and innovation to improve access to programs and services for people from diverse communities living with and most affected by HIV/AIDS.

THN emerged out of a planning process in 2007-08 and was guided by an initial report with priority recommendations and accountability structures. In 2016 a strategic plan was completed to set direction and priorities through 2020. This plan is situated within the context of the *Ontario HIV/AIDS Strategy* which places a growing emphasis on formalizing collaborations, and new networking opportunities. THN aims to apply the provincial strategy based on local needs including Toronto's epidemiology, priority populations, and social determinants of health.

Position Summary

The THN Director provides strategic leadership towards regional HIV/AIDS planning, collaboration, engagement and innovation. The focus in this role will lay with the two strategic goals of: 1) strategic leadership role in facilitating member organizations/programs to collaborate and share information for more consistent and effective programs and services, and 2) improving organizational capacity to address and prioritize needs, to manage workload and create meaningful engagement opportunities for people living with HIV/AIDS (PHAs).

Accountability

The THN Director reports to the Steering Committee Co-Chairs for program leadership and works within the operational structures of being a Trustee organization of the Toronto People With AIDS Foundation. The THN Director supervises Peer Coordinator(s) staff and volunteers as well as specific project contract and consulting support.

Key Responsibilities

- Provide strategic leadership and oversight of regional planning, key projects and identified priorities.
- Facilitate further discussions and negotiations on key identified programs/services to develop innovative, integrated models of service delivery.
- Provide staff leadership for Steering Committee activities and requirements, ensuring appropriate coordination support is available.
- Oversee and appropriately support Working Group activities responding to key priorities such as housing, HIV and aging, francophone services and diversity.
- Ensure appropriate engagement and leadership of required knowledge experts for identified activities.
- Oversee ongoing membership communication and information sharing.
- Strategically lead and ensure ongoing coordination Opening Doors conference.
- Strategically lead and ensure ongoing coordination of the THN Volunteer Core Training Project.
- Respond to local emerging issues and opportunities including facilitating membership input and local sector response.
- Actively contribute to regional and provincial discussions and planning, particularly HIV Resources Ontario (HRO).
- Coordinate the training and development of staff and volunteers where appropriate.
- Manage organizational budgeting, internal planning and reporting requirements.

Qualifications

- Familiarity of the complexity of issues relating to HIV/AIDS.
- Minimum 5-7 years relevant planning, community development or related experience.
- Post-secondary education in these areas or related study.
- Demonstrated leadership in innovative health care and community service systems planning.
- Demonstrated ability to facilitate complex and difficult planning activities.
- Proven facilitation, communications and writing skills.
- Strong organizational, time management and administrative skills.
- Sensitive to issues of diversity and accessibility.
- OAN Leadership and/or other relevant PHA capacity building training an asset.