



The Neighbourhoods Project
#3. POD LEADER ROLE DESCRIPTION

Overview

The Pod Leader:

- provides support and coordination to the households in their designated area
- acts as a central point of contact for those households
- disseminates information and organises activities that support connection, resilience and kindness
- facilitates information, skill and resource-sharing throughout their pod

Yellow ones have been created

Blue ones are to be created

| Tasks | Support documents |
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| <ul style="list-style-type: none"> • Map > Be familiar with your pod - Get acquainted with the households in your designated area by checking out the map boundaries of your pod. - Find out from the neighbourhood leader, which households have already completed the Neighbourhoods survey and which households have indicated they are not interested in being contacted. | <p>#4. Maps doc</p> |
| <ul style="list-style-type: none"> • Reach out > Introduce yourself to each household in your pod. - Make your initial contact in a way that's comfortable for you; it could be a letterbox drop with info about RUKI and the Neighbourhoods Project; it could be door knocking, with a preceding note in the letterbox; it could be an invitation to a meet-n-greet or just having a chat when you run into them at the shops. Alternatively, it could be with or through someone else from the pod. Find what works for you and do it at your own pace . - Reach out to your neighbourhood coordinator if you are feeling uncomfortable or encounter any difficulties. | <p>• Info flier doc</p> |
| <ul style="list-style-type: none"> • Survey > Invite your neighbours to complete the survey - Ask if they have heard of RUKI and the N'hoods Project. If not, explain what it's about – how the purpose is to build support and safety networks so we can keep an eye out for each other in the event of a flood, fire or other emergency. This includes communication like an email group, WhatsApp group and radio network. Explain how these work and offer to join them up there and then if possible. - Ask if they would like to complete the 'neighbourhood survey' if they haven't already done so, and do it with them. Leaving the survey to be filled in later involves a return visit. It's much easier to get it "done and dusted " if that feels ok to everyone. Explain that the info will be securely stored and that it enables identification of their needs and resources, as well as being able to communicate with them via email and/or WhatsApp at the neighbourhood and pod level. | <p>#5. Surveys • Door knocking script • Contacts list doc #6. Survey note doc #7.N'hood Survey</p> |
| <ul style="list-style-type: none"> • Store > Securely store survey data | <p>#5. Surveys doc</p> |



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| <ul style="list-style-type: none"> - Input data into a secure spread sheet - Pass survey information to the neighbourhood leader to be stored centrally and to ensure pod members are included in the neighbourhood communications system. - Update the neighbourhood leader as new data is gathered. | <ul style="list-style-type: none"> • Data spread sheet |
| <ul style="list-style-type: none"> • Communicate > Set up a comms system within your pod - Set up and manage a pod level communications system with the households who have given you their contact information and consent within the pod. - Share relevant information as it becomes available. - Consider if this is appropriate & needed, as many may feel that being on a neighbourhood wide thread will be enough. | <ul style="list-style-type: none"> #9. Communicating |
| <ul style="list-style-type: none"> • Radios > Inform the pod households of the UHF radio system - Explain; who has it; how and under what circumstances it can be accessed. - Work together with your neighbourhood Radio Coordinator and neighbourhood leader to arrange testing/ practice/ training. | <ul style="list-style-type: none"> #10. Radios |
| <ul style="list-style-type: none"> • Social connection > Create opportunities - Organise social activities that support connection, resilience and kindness such as pot luck dinners, games days etc - These may be pod specific or part of a larger neighbourhood gathering. | <ul style="list-style-type: none"> • Events doc • Event kit hire doc |
| <ul style="list-style-type: none"> • 'Get Prepared' > Deliver to your pod - Participate in the training events - Deliver 'Get Prepared for Floods & Storms' and 'Get Prepared for Fires' sessions for the households in your pod. | <ul style="list-style-type: none"> • Get Prepared kits |
| <ul style="list-style-type: none"> • Sharing resources > Facilitate the safe accessing and sharing of expertise + equipment. - Facilitate resource sharing within your pod and between pods if necessary. - Be familiar with who has what expertise and equipment across the pod. Arrange your data spreadsheet to support this. - Link people with need to people with the resources at critical times (in liaison with the neighbourhood leader.) - Ensure privacy, security and not over burdening particular community members who happen to be well resourced. | <ul style="list-style-type: none"> • Let's Share doc |
| <ul style="list-style-type: none"> • Check in > There is a check in system in place across the neighbourhood to ensure timely assistance during disasters. - Develop a pod system for checking in with each household during times of emergency. - Facilitate a test run across the pod. - Initiate the check in system during times of disaster. | <ul style="list-style-type: none"> • Check in doc |
| <ul style="list-style-type: none"> • Skills share sessions > Neighbours share skills with neighbours. - Source local people; through the survey or a call out; who are happy to share a skill that is relevant to disaster resilience e.g. maintaining a generator, pickling vegies, listening with compassion, bush tucker + more. | <ul style="list-style-type: none"> • Skill Share Sessions doc |



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| <ul style="list-style-type: none">- Plan a schedule of Neighbourhood 'Skills Share' activities. Maybe a number of events across the year.- Event plan and promote them | |
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Desirable qualifications, experience, values and qualities /

- Be able to do the above duties or delegate or share responsibility for doing them.
- Be careful to not to be a gate keeper, doing only those things you are comfortable with. Others may be interested in things you are not.
- Care about the wellbeing of your pod and be willing to take action to support and foster that wellbeing.
- Lead collaboratively and non-intrusively, fostering co-empowerment, agency and inclusion.
- Be especially mindful and considerate of those households or individuals who are vulnerable, isolated, marginalised or at risk, e.g. small children, frail elderly, sick or with chronic health conditions, mental health issues, diverse abilities, etc.
- Respect people's privacy.
- Understand that to lead means to serve
- Know how to care for yourself first, before going to care for others
- Do no harm