**ROLE INFORMATION: AREA COORDINATOR**

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**NEIGHBOURHOOD SUPPORT NEW ZEALAND**

Part time: 25 hours per week

Fixed term: 12 months

**ABOUT US**

Neighbourhood Support NZ is a growing network of organisations that assists neighbourhoods and communities to:

* Be safer and to reduce crime
* Be prepared for emergencies
* Increase community connectedness and enhance well-being

There are 69 affiliated Neighbourhood Support networks operating throughout Aotearoa New Zealand. Between them they provide information, resources and support to 18,000 neighbourhood groups, who in turn connect with 220,000 households nationwide.

NSNZ is an Incorporated Society with charitable status. We work closely with NZ Police and Civil Defence, as well as many other community organisations.

**ABOUT THE ROLE**

This is a new role, created to meet the demand for Neighbourhood Support networks in the area. It is a fixed-term position with clear outcomes, which include:

* re-establishing Neighbourhood Support networks
* piloting new ways to connect households and neighbours, and sharing what we learn.
* building relationships with community partners
* assisting in establishing a sustainable model for running Neighbourhood Support in the area.

The successful applicant will work alongside our office team at our local Police Station. There is potential to increase the hours to 30 hours per week.

**The person we are looking for will be self-motivated and** **will:**

* Enjoy working with a diverse range of people and have excellent networking skills
* Have great communication skills that they can apply to everything from talking to groups to writing newsletters and funding applications
* Be well-organised, with effective time management and administration skills
* Be confident with IT, including internet, Mailchimp, social media and Office 365.
* Have a sense of fun and a passion for making a difference in the community
* Be comfortable working in a busy, small team environment.

You will also need a current Drivers’ Licence and be required to pass a Police Vetting check.

**They are likely to have experience in:**

* Planning and running events
* Marketing, sales or public relations (or a role which incorporated these)
* Working in the NGO sector, preferably in a community development role.

**REMUNERATION**

Remuneration will depend on experience and will be in the range of $22 - 28 per hour.

**TO APPLY**

Submit your CV and a covering letter to [tess@neighbourhoodsupport.co.nz](mailto:tess@neighbourhoodsupport.co.nz)

Please remember to provide the names of two referees and evidence that you have the right to work in New Zealand.

**Applications close: 5pm on Tuesday 31 December**

If you have any queries about the position please contact:

Tess Casey

Chief Executive

Tel: 04 470 4767

Email: [tess@neighbourhoodsupport.co.nz](mailto:tess@neighbourhoodsupport.co.nz)