

**JOB DESCRIPTION: AREA COORDINATOR**

**NEIGHBOURHOOD SUPPORT**

**Aim:** Neighbourhood Support brings people together to create safe, supportive and connected communities.

**Job Purpose:** To develop and grow Neighbourhood Support groups and networks in \_\_\_\_\_\_\_\_\_\_\_\_.

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| **Key Competencies** | **Responsibilities** | **Key Outcomes** |
| **Membership Support** | 1. Facilitate the establishment of Neighbourhood Support (NS) groups, including facilitating neighbourhood meetings. 2. Deal with enquiries about how to set up new groups. 3. Support and encourage the expansion of NS into new areas, including rural and vulnerable communities. 4. Support and maintain existing groups, including providing resources, information and advice. 5. Encourage the establishment of community youth programmes and/or Junior Neighbourhood Support. 6. Encourage and share good practice stories and initiatives. | NS groups and households have the information and support they need to feel safe and informed.  NS continues to grow and develop in new areas. |
| **Communications and Marketing** | 1. Organise and participate in events that promote Neighbourhood Support and encourage the establishment of new groups. 2. Organise and participate in initiatives that educate the public about crime prevention, emergency preparedness and the value of community connection. 3. Write, collate and distribute regular newsletters to NS households, street groups and partners to keep them informed. 4. Maintain and update our social media and website content. 5. Participate in community meetings and networks. 6. Provide good news stories and articles for the media, NSNZ and other publications. | NS communications are relevant and valued by members and target audiences.  NS has a positive public profile.  Members and stakeholders are informed.  NS publications are professional and comply with Privacy Act requirements, NZ Police requirements and NSNZ brand guidelines. |
| **Administration** | 1. Maintain accurate records, including phone call log, organisation files, contact lists and membership register. 2. Order and maintain stocks of resources. 3. Liaise with The Treasurer in preparing the annual budget and assisting with financial procedures. 4. Assist and liaise with the Committee, including preparing for and attending Committee meetings, and providing a monthly report. 5. Participate in strategic planning processes, and setting annual priorities. 6. Collect and update the data required for reporting requirements, and to assist NS in measuring its growth and progress. | NS has accurate organisational data.  NS is well-organised and has effective administration procedures.  There is effective communication and a good working relationship with the Committee.  NS is able to monitor and evaluate organisational progress and meet reporting requirements. |
| **Volunteer**  **Co-ordination** | 1. Recruit and train street contacts. 2. Support street contacts by updating contact lists and providing advice and information. 3. Provide guidance for office and event volunteers. 4. Ensure that NS volunteers are recognised and acknowledged for their contribution. 5. Ensure that the necessary volunteers are Police Vetted and have signed and follow the NSNZ Code of Conduct. | NS grows its pool of volunteers.  NS volunteers are supported and have the resources they need.  NS complies with NZ Police and NSNZ requirements. |
| **Fundraising** | 1. Maintain a schedule of funding opportunities. 2. Submit funding applications and accountability reports to funders. 3. Liaise with sponsors. | NS is successful in obtaining funding from a variety of funders. |
| **Communication and Self-Management** | 1. Take responsibility for providing feedback and keeping the Chair informed on all relevant issues. 2. Participate in planning and evaluations. 3. Take responsibility for organising and prioritising workload. 4. Maintain positive relationships with colleagues, Police, NS members, partners and external stakeholders. 5. Represent the organisation in a professional manner that appropriately reflects the values of NS. | Open channels of communication are maintained.  Tasks are carried out in a prompt and timely manner.  Members, partners and stakeholders are welcomed and experience NS as a friendly, professional and efficient organisation.  NZ Police regard NS as a valued and trusted partner.  NS has a positive team culture. |
| **Staff Development** | 1. Participate in personal and staff development. 2. Keep up to date with information, technology and new developments. | The Area Co-ordinator is motivated and effective in the role. |
| **General Tasks** | 1. Sharing general office tasks. This may include:  * Keeping the office space clean and tidy. * Health and safety tasks.  1. Attend to any other matters as reasonably requested by the employer. |  |

**Key Relationships:**

* NS Committee
* NS volunteers and members
* Partners in NZ Police

Responsible to: NS Management Committee

**Authority/limits of authority**

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| **Authorised to:**   * Exercise initiative and judgements within the scope of this position profile. | **Must seek authority to:**   * Initiate any financial transactions. * Change any established procedures. * Initiate contact with government departments. * Initiate any new projects or correspondence. * Speak with the media. |

Name: ……………………………………………………………………………….

Signature: …………………………….................................................

Date: …………………………………………………………………………………