



**JOB DESCRIPTION: WELLINGTON AREA CO-ORDINATOR
NEIGHBOURHOOD SUPPORT NEW ZEALAND**

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

Job Purpose: To re-establish Neighbourhood Support networks in Wellington City and Porirua. This will be a fixed term (one year) position which will pilot new ways of connecting households and neighbourhoods, with a view to sharing learning with Neighbourhood Support NZ and identifying a sustainable model for running Neighbourhood Support in the area going forward.

Key Competencies	Responsibilities	Key Outcomes
<p>Membership Support</p>	<ol style="list-style-type: none"> 1. Facilitate the establishment of new Neighbourhood Support (NS) groups, including facilitating neighbourhood meetings. 2. Deal with enquiries about how to set up new groups. 3. Work with local communities (including vulnerable communities, apartment buildings and social housing communities) to support and encourage the expansion of NS. 4. Re-connect with existing groups and 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. 	<p>NS is re-established in Wellington City and Porirua.</p> <p>NS groups and households have the information and support they need to feel safe and informed.</p>
<p>Communications and Marketing</p>	<ol style="list-style-type: none"> 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. 	<p>There is increased awareness of NS in the area.</p> <p>NS has positive public profile.</p> <p>NS communications are relevant and valued by members and target audiences.</p> <p>Members and stakeholders are informed.</p>

	<ol style="list-style-type: none"> 4. Set-up and maintain social media and website. 5. Participate in community meetings and networks. 6. Provide good news stories and articles for the media, NSNZ and other publications. 	<p>NS publications are professional and comply with Privacy Act requirements, NZ Police requirements and NSNZ brand guidelines.</p>
Data and Evaluation	<ol style="list-style-type: none"> 1. Maintain accurate data and records, including phone call log, contact lists and membership register. 2. Assist in establishing a sustainable structure for NS in Wellington and Porirua. 3. Participate in strategic planning processes, and setting annual priorities. 4. Collect and update the data required for reporting requirements, and to assist NS in measuring its growth and progress. 5. Pilot new approaches for connecting households and neighbourhoods and assist in evaluating what is learned. 	<p>NS has accurate organisational data.</p> <p>NS is well-organised and has effective administration procedures.</p> <p>There is effective communication and a good working relationship with key stakeholders.</p> <p>NS is able to monitor and evaluate organisational progress and meet reporting requirements.</p>
Volunteer Co-ordination	<ol style="list-style-type: none"> 1. Recruit and provide guidance for volunteers, including street contacts, event volunteers and Committee members. 2. Establish Committees to lead the running of NS in Wellington and Porirua. 3. Ensure that NS volunteers are recognised and acknowledged for their contribution. 4. Ensure that the necessary volunteers are Police Vetted and have signed and follow the NSNZ Code of Conduct. 	<p>NS has a pool of volunteers and Committees that can ensure sustainability in the future.</p> <p>NS volunteers are supported and have the resources they need.</p> <p>NS complies with NZ Police and NSNZ requirements.</p>
Fundraising	<ol style="list-style-type: none"> 1. Identify funding opportunities. 2. Submit funding applications and accountability reports to funders. 3. Liaise with sponsors. 	<p>NS is successful in obtaining funding from a variety of funders.</p>

<p>Communication and Self-Management</p>	<ol style="list-style-type: none"> 1. Take responsibility for providing feedback and keeping the NSNZ CEO 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. 	<p>Open channels of communication are maintained.</p> <p>Tasks are carried out in a prompt and timely manner.</p> <p>Members, partners and stakeholders are welcomed and experience NS as a friendly, professional and efficient organisation.</p> <p>NZ Police regard NS as a valued and trusted partner.</p> <p>NS has a positive team culture.</p>
<p>Staff Development</p>	<ol style="list-style-type: none"> 1. Participate in personal and staff development. 2. Keep up to date with information, technology and new developments. 	<p>The Area Co-ordinator is motivated and effective in the role.</p>
<p>General Tasks</p>	<ol style="list-style-type: none"> 1. Sharing general office tasks. This may include: <ul style="list-style-type: none"> • Keeping the office space clean and tidy. • Health and safety tasks. 2. Attend to any other matters as reasonably requested by the employer. 	

Key Relationships:

- NSNZ CEO and National Office team
- Partners in NZ Police
- NS volunteers and members

Responsible to: NSNZ CEO.

Job Requirements:

- The successful application will be required to pass a Police Vetting Check and sign the NSNZ Code of Conduct.
- A current Drivers' Licence is necessary.

Authority/limits of authority

Authorised to:	Must seek authority to:
<ul style="list-style-type: none">• Exercise initiative and judgements within the scope of this position profile.	<ul style="list-style-type: none">• 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: