



Neighbourhood Support Manawatu

Job description: General manager

Updated: 18 January 2022

Position title	General Manager
Position highlights	Managing a small team dedicated to building safe, resilient and connected communities; leading the organisation from day-to-day operations and project delivery to strategic planning and management.
Position reports to	The Chairperson, Manawatu District Neighbourhood Support (MDNS) Governing Committee
Primary purpose	To promote and support the development of safe communities in Manawātū District through growing our network, executing projects and initiatives, and collaborating with community organisations; and to ensure the smooth operation and business continuity of the organisation.

Key competencies	Responsibilities	Outcomes & expectations
Strategic planning, management & reporting	<ul style="list-style-type: none"> Lead the process to define projects and initiatives that contribute to the strategic visions of Neighbourhood Support New Zealand and Manawatu District Council's Community Development Strategy Advise the Governing Committee on forward planning Prepare reports and presentations to advise of plans, update on progress and outcomes Assist with various accountability reports as required 	<ul style="list-style-type: none"> Annual roadmap of projects and initiatives Monthly report for MDNS governing committee Quarterly report to MDC Community Development Committee Annual performance report Quarterly report to Central Districts Neighbourhood Support Reports to Neighbourhood Support New Zealand's National Office as required
Project / programme management	<ul style="list-style-type: none"> Define scope, goals and targets for projects / programmes Coordinate and execute associated tasks Evaluate project achievements towards goals and targets; adjust as needed 	<ul style="list-style-type: none"> Project plans Project reports
Financial management, funding & administration	<ul style="list-style-type: none"> Prepare and oversee budgets for all projects / programmes and general business Process payments and support accountants with financial reconciliation Maintain a database of funding organisations and funding cycles, relevant to Neighbourhood Support 	<ul style="list-style-type: none"> Budgets Funding strategy Funding database Funding applications & sponsorship agreements



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	<p>Manawatu</p> <ul style="list-style-type: none"> • Prepare funding strategy and lodge funding applications to community grants schemes • Prepare accountability reports for approved funding • Seek additional funding opportunities such as sponsorships and donations • Oversee all administrative tasks for the day-to-day operations of the organisation 	
Community & stakeholder engagement	<ul style="list-style-type: none"> • Identify target audiences and communication channels • Support the Programme Coordinator to undertake community engagement initiatives • Liaise with news media when appropriate, to promote projects / programmes and the principles of Neighbourhood Support • Maintain website content and social media 	<ul style="list-style-type: none"> • Communication plan • Newsletters, social media posts, letters etc. • Brochures, flyers and other promotional collateral material • Crime reports
Relationship management	<ul style="list-style-type: none"> • Liaise regularly and participate in regular meetings with key relationships/stakeholders: Manawatu District Council, Feilding Police, Manawatū Rural Support Service, Community Patrol, SINCOSS • Provide regular updates to organisations participating in our projects • Communicate regularly with central districts Neighbourhood Support orgs and NSNZ 	<ul style="list-style-type: none"> • Reports, emails, phone calls
Leadership & staff management	<ul style="list-style-type: none"> • Support employees of NS Manawatu to perform tasks effectively and efficiently • Conduct regular personnel development meetings with employees • Coordinate recruiting and provide employee training as needed 	<ul style="list-style-type: none"> • Work tools, meetings, plans • Personnel development plans • Job descriptions & recruitment ads



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Volunteer coordination & training	<ul style="list-style-type: none">• Recruit & train volunteers to enable their effective contribution to NS Manawatu projects / programmes• Ensure all volunteers are police vetted• Maintain regular communication with volunteers about projects and events	<ul style="list-style-type: none">• Volunteer guidelines• Training plans• Police vetting database
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