



Neighbourhood Support Manawatu

Job description: Programme coordinator – community engagement

Updated 10 January 2022

Position title	Programme Coordinator
Position highlights	Be the face of Neighbourhood Support Manawatū out in the community, working with people for the purpose of building safe, resilient and connected communities.
Position reports to	General Manager
Primary purpose	To support communities across the Manawatū District to establish and maintain Neighbourhood Support groups, through executing programmes and initiatives and collaborating with community organisations; and to support the smooth operation of the organisation

Key competencies	Responsibilities	Outcomes & expectations
Programme coordination	<ul style="list-style-type: none"> • Lead the community engagement programme, coordinating and executing associated tasks • Support the General Manager to define scope, goals and targets for community engagement initiatives • Provide updates to support evaluation of project achievements towards goals and targets 	<ul style="list-style-type: none"> • Task management and deadlines met • Weekly data entry • Growth in number of Neighbourhood Support groups
Communication, community engagement & relationship management	<ul style="list-style-type: none"> • Regularly communicate with designated audiences to contribute to goals and general engagement • Liaise with all established NS Manawatū groups and street contacts as needed • Disperse Police crime data to NS Manawatū members • Undertake marketing and promotional activities to increase awareness and memberships of NS Manawatū • Maintain regular communication with community committees and other community representatives • Attend community committee meetings or contact groups meetings periodically 	<ul style="list-style-type: none"> • Reports, emails, phone calls



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Volunteer training	<ul style="list-style-type: none"> Recruit & train volunteer group coordinators to enable their effective management of Neighbourhood Support groups Ensure all volunteers acknowledge privacy agreements Maintain regular communication with volunteers about programmes and events 	<ul style="list-style-type: none"> Volunteer guidelines Training material Emails, phone calls Completed privacy agreements
Data entry, maintenance & reporting	<ul style="list-style-type: none"> Enter data & maintain existing data in our membership database Export data for reporting purposes Assist with various accountability reports as required 	<ul style="list-style-type: none"> Accurate & up-to-date data
Administration & strategic planning	<ul style="list-style-type: none"> Complete administrative tasks to support General Manager with financial management, funding accountability and general business as needed Participate in the strategic planning process to define programmes and initiatives that contribute to the strategic vision of Neighbourhood Support New Zealand and Manawatū District Council's Community Development Strategy 	<ul style="list-style-type: none"> Task management and deadlines met Participation & contribution in meetings
Technology use	<ul style="list-style-type: none"> Use Microsoft Office suite, Trello, Infoodle and other tools as required to undertake assigned tasks and enable transparency over processes and progress 	<ul style="list-style-type: none"> Confidence & accuracy when using tools