



Position Title	Office Manager Neighbourhood Watch NT
Location	Northern Territory
Primary Objective	The role of the Office Manager is to provide leadership and direction to NHWNT to support the growth of the organisation across the NT. This is a comprehensive strategic and operational position which includes development of the Strategic and Business Plans.
Key responsibilities	<ul style="list-style-type: none"> • Sponsorships, Partnerships and revenue raising strategies • Marketing, media interviews and newsletters publications • Territory wide events management and promotions • Office management and administration • Volunteer engagement and reporting to the Board • Membership • Supporting the regions • Financial management experience • Website and social media development • Training and Development • An understanding of incorporated bodies rules and regulations • Willing to travel to regional centres on a regular basis
	<p>The position will initially be for a six month period. Flexible work days/times can be negotiated for the right applicant (i.e. around school hours) - 22.5 hours per week.</p> <p>The successful applicant must be prepared to undergo a Police Probity Check, be of good character and value the NHW ethos and principals that underpin the ongoing success of the organisation</p> <p>Needs to be a member of NHWNT</p>