



Position Title	Regional Coordinator Neighbourhood Watch NT	
Location	Northern Territory Regions	
	<ul style="list-style-type: none"> • Northern • Katherine 	<ul style="list-style-type: none"> • Barkly • Southern • East Arnhem
Primary Objective	<p>The role of a regional coordinator is to manage the organisation’s members and volunteers to participate in the activities in their region. The regional coordinator is responsible for ensuring that all members adhere to the organisation’s Constitution and legislation (Act and Regulations). Supporting the organisation’s community programs at events, at community talks and representing the organisation at appropriate community committees is also a key role of the regional coordinator.</p> <p>Personal attributes required for this role include:</p> <ul style="list-style-type: none"> • Enthusiasm for being a volunteer and actively involving other volunteers • developing good relationships with key stakeholders • having a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers • maintaining confidentially • being competent with email communications • being non-political • being prompt with responses to emails, phone calls and requests • Working closely with the NHWNT staff 	
Key responsibilities	<ul style="list-style-type: none"> • Be well informed about all the organisation activities • Comply with the organisation’s Constitution and legislation (Acts and regulations) • Assist, liaise and support the NHWNT Office Manager, NHWNT Board, NHWNT Support and Liaison Officer and Safety House Program Coordinator • Attend and participate in all Board meetings, including the AGM • Drive and manage volunteers programme • Support volunteers through induction and training programs • Roster, organise and manage volunteers for community events, packing merchandise, promotions, Operations etc. • Assist with Community Programs i.e. community talks and events, represent NHWNT at appropriate community committees as approved by the Executive Officer, the Police Support and Liaison Officer and/or Auxiliary as delegated • Promote NHWNT to the whole community including the business community • Submit monthly reports for presentation at Board meetings 	