

Neighbourhood Watch NT is offering you an exciting opportunity to participate on their board of management. The following positions are currently vacant:

Position Title: Volunteer Regional Coordinators Neighbourhood Watch NT

Locations: Katherine Region and Southern Region

Primary Objective

Personal attributes required to do this job effectively include:

- Be enthusiastic about being a volunteer and actively involve and manage other volunteers
- Have a flexible approach to the volunteer structure and accommodate the needs of potential volunteers
- Develop good relationships with key stakeholders
- maintain confidentiality
- Be competent in using email, phone and computers for communication
- Be non-political
- Ensure emails, phone calls and requests from Executive Staff, volunteers and the community are answered in a timely manner
- Work closely with the Neighbourhood Watch NT staff
- Where possible, delegate tasks to volunteers

Key responsibilities

- Assist, liaise and support Neighbourhood Watch NT Support and Liaison Officer (Police Constable), Safety House Program Co-ordinator (Police Auxiliary), Neighbourhood Watch NT Executive Officer and Board
- Adhere to the Neighbourhood Watch NT “Mission Statement” and “Goals and Visions”
- Drive and manage the volunteers program by supporting volunteers through orientation, induction and training
- Roster, organise and manage volunteers for community events, packing merchandise, promotions, Police operations, etc.
- Assist with community programs, talks and events,
- Represent Neighbourhood Watch NT at appropriate community committees as approved by the Executive Officer, the Police Support and Liaison Officer as delegated
- Promote Neighbourhood Watch NT to the whole community, including the business sector
- Submit monthly reports to Neighbourhood Watch NT Support and Liaison Officer for presentation to Neighbourhood Watch NT Board meetings

Position Title: Volunteer Secretary Neighbourhood Watch NT

Location: Northern Territory

Primary Objective

The secretary provides administrative support to the Neighbourhood Watch NT Board of Management and ensures all documentation is in order. This role must be well organised, be able to allocate regular time periods to maintain the records, be able to work in a logical orderly manner and be aware of information needed to finalise agendas, reports, and minutes in a timely manner. This role also needs to work closely with the Public Officer to ensure compliance under the Constitution and legislation (Act and regulations).

Key responsibilities

- Be well informed about all the organisational activities
- Make arrangements for Neighbourhood Watch NT Board meetings
- Prepare notifications, agenda (in consultation with the President and Executive Officer) for Neighbourhood Watch NT Board meetings, the Neighbourhood Watch NT Annual General Meeting and any other meetings as required
- Ensure the Neighbourhood Watch NT Board members receive agendas, minutes and any other papers in sufficient time for consideration before the meeting via the Executive Officer
- Record attendance at Neighbourhood Watch NT Board meetings and general meeting, noting apologies and any conflicts of interest
- Take and keep minutes of all Neighbourhood Watch NT Board meetings and general meetings, and prepare them in written form for acceptance at the following meeting
- Draft correspondence as directed by the President
- Ensure the minutes of the previous board meeting are updated and signed by two board members who attended that meeting as general order of business
- Maintain confidentiality
- Ensure the accuracy and safe storage of Neighbourhood Watch NT Board files and records via the Executive Officer
- Ensure the secretary's role acts in accordance with the Neighbourhood Watch NT Constitution, Associations Act NT and the duties of all office holders and subcommittees
- Prepare the minutes and reports to send to the President and Executive Officer for the Annual General Meeting

Young People, Aboriginal & Torres Strait Islanders and those from Cultural and Linguistically diverse backgrounds are particularly encouraged to apply.

Please send your expression of interest or request for further information to

neighbourhoodwatch@nt.gov.au