

Ashburton District Neighbourhood Support

Location: The Offices of the Ashburton Police Station or Safer Mid Canterbury

Hours of Work: 22 Hours per week

Date Issued: August 2020

Reports to: *Day to Day Management Level:* General Manager – Safer Ashburton

Strategic and workplan level: Ashburton District Neighbourhood Support Governance Committee

Purpose: The primary function of this role is the coordination and further development of the Neighbourhood Support network fostering links within the community to encourage a two way flow of information, a supportive and all encompassing network with a well established and maintained structure.

Ashburton District Neighbourhood Support

Vision Statement:

Through our total commitment to our communities, neighbours will be supported and support each other

Mission Statement:

To maintain and enhance community spirit, wellbeing and generosity through provision of a strong and supportive neighbourhood network.

Ashburton Safer Community Council

Mission Statement:

To reduce and prevent crime in the community and its impact on the Ashburton District

“Together We’re Safer”

Qualifications:

The person will have relevant experience and/or training in a field that furnishes them with the skills needed for a position of this type.

Functional Relationships:

Internal to Ashburton District Neighbourhood Support (ADNS):

- ❖ ADNS Chairperson
- ❖ ADNS Governance Committee
- ❖ ADNS Area Coordinators
- ❖ ADNS Street Contacts

Internal to Safer Mid Canterbury (SMC):

- ❖ SMC General Manager
- ❖ SMC Administrator
- ❖ SMC service staff

External to ADNS and SMC:

- ❖ Ashburton Police
- ❖ Civil Defence
- ❖ Community and Service Organisations/Clubs
- ❖ Funders and business sponsors
- ❖ Neighbourhood Support Regional and National bodies

Key Functions:

Co-ordinator – Neighbourhood Support

1. **An annual work plan is to be developed, agreed to and reviewed each year.**
 - **The work plan will include and focus on activities for increasing District membership of Neighbourhood Support by a minimum of 5% each year over the next 3 years. The plan will be developed in partnership with the ADNS Committee.**
 - **The plan will run from January to December each year.**

Outcome

- Draft annual work plan submitted to ADNS's October Committee meeting each year
- Monthly written report outlining progress on work plan to be submitted to ADNS committee for discussion one week prior to meeting (Report to accompany agenda which will be posted/emailed to members 4 working days prior to meeting each month)
- Coordinator will speak to report at each meeting

2. Build membership of ADNS through encouraging individual households to become members.

Outcome

- Each week identify areas to target and drop flyers in that area making people aware of ADNS advising them that you will be calling to discuss ADNS with them.
- One week after pamphlet drop visit the houses in this area encouraging them to join. (past experience strongly shows that events, letters and phone calls does little to get people to join however visiting and knocking on doors or little local meetings prove to be more successful in growing ADNS)

3. Maintain accurate Gets Ready database record for all ADNS groups.

Outcome

- Database maintained with all information entered within five working days of receiving it.
- Database and all filing maintained in a tidy and organised manner allowing easy access for users
- Updated information to be sent to Area / Street contacts so contacts have up to date information of their local ADNS membership.
- At all times two additional people are to have an understanding and access to database allowing easy access to data in case of an emergency situation

3. Maintain regular liaison with all ADNS Area and Street Contacts.

Outcome

- Bi monthly one to one contact to be made with all Area Contacts.
- Yearly one to one contact to be made with all Street Contacts
- Coordinator will be available and will respond to all requests for information and support from members of ADNS
- Coordinator will set up and attend yearly meetings with Area and respective Street Contacts to provide information and training.
- Process established for area contacts to work with street contact to disseminate and collect information and make contact with individual members on a regular basis and a means developed to record these contacts. This should ideally happen at six monthly intervals

4. Maintain regular liaison with local and government agencies, emergency services and welfare organisations.

Outcome

- Ongoing relationship developed with Council / Civil Defence / Police / Fire Service around database use and possibilities in emergency situations, in particular, Civil Defence (providing meaningful information to these organisations in the event of an emergency)
- Relationship developed with other organisations to enhance effectiveness of ADNS

5. Produce and distribute regular Newsletter.

Outcome

- Quarterly newsletter produced and circulated to Street Contacts for dissemination to all ADNS members
- Newsletter to also be distributed to all associated organisations, business' and supporters

6. Respond to all enquires in a timely and helpful manner.

Outcome

- All emails and phone calls to be responded to as soon as practicable and at least by the end of the following business day
- All letters, where possible, to be responded to within five working days
- Any and all concerns of criminal or suspicious behaviour to be passed onto Police
- Any and all complaints to be brought back to ADNS Committee
- Monthly report to ADNS committee to detail no of inquires and response timeframes

7. Aim for wide community involvement in ADNS.

Outcome

- Other community organisations, service clubs, rural organisations support ADNS with its goal to achieve a high level of membership
- Rural organisations may oversee some areas of the district on behalf of ADNS, support will need to be provided to ensure appropriate procedures followed, information collected and support given.
- Explore and capitalise on opportunities to engage young people with ADNS through the district's schools (Youth divisions of NS exist in other areas)

8. Promote ADNS to the wider community through a wide range of avenues.

Outcome

- Take advantage of, and create, opportunities to speak to a wide range of the Districts Service Clubs at meetings and events
- Run displays at events such as A&P shows and community events to promote membership of ADNS, these should also be used as opportunities to carry out fundraising activities
- Produce and submit monthly written reports/items and pieces of interest to the Guardian, Courier, Herald, Snowfed, Classic Hits, Fox FM and other small community news issues with a view to enhancing awareness and membership of ADNS
- Take advantage of any other areas information could be disseminated, ie, School Newsletters, Rural companies, etc

9. Assist with fund raising for ADNS.

Outcome

- Develop, in partnership with the board of ADNS, an annual funding and accountability plan.

- Submit funding applications to our main funders (approximately 5 applications per year mainly repeating the previous year's one so minimal work load with support given)
- Submit funding accountabilities once funding has been expended.
- Take advantage of other small funding avenues from time to time, ie, a service club or business might fund the production of our signs or a promotional pamphlet.

General

10. Jointly with the Manager, monitor workloads ensuring an equitable and rewarding balance.

Outcome

- Satisfying and supportive working environment
- Management's / Governance awareness of workload pressures

11. Comply with Reporting, Accountability and Health and Safety requirements

- Reporting to contracts as required
- Complying with health and safety requirements when working in and off the premises of work
- Complying with SMC Key Operating Policies and Procedures

Outcome

- Timely return of contract report statistics
- Compliance with other reporting requirements
- Safe working environment

12. Take part in performance appraisal and training opportunities

- The Manager will be available on a day-to-day basis to support the person holding this position.
- The employee will provide a monthly written report to the board of ADNS

Outcomes

- Written reports received by board 4 working days prior to monthly meeting.

13. Attend relevant Team and Organisational meetings.

Outcomes

- The staff member is a fully participating member of SMC attending staff meetings as required.
- The staff member attends, and provides written reports to the ADNS Governance Committee.

14. Be committed to the development of the Safer Community Council's Bicultural and Multicultural development

Outcomes

- Bicultural and Multicultural development will be integrated into service responses.
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I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.

Signed by XXXXXX:

Coordinator – Neighbourhood Support

___/___/___
Date

Signed by XXXXXXXX:

General Manager – Safer Mid Canterbury

___/___/___
Date

Coordinator – Neighbourhood Support

Ideal Person Specification

- Well developed verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to listen, interpret, clarify information and make sound decisions.
- Ability to maintain confidentiality.
- Interest, knowledge and commitment to the Neighbourhood Support concept
- Experience and skills in community promotion
- Well developed communication and networking skills
- Knowledge and understanding of the principals of the Treaty of Waitangi and in working with a diverse range of populations
- Experienced and skilled in facilitation and group processes
- Experienced and skilled in the coordination of services
- Excellent organisation, record keeping and time management skills.
- Project management skills
- Welcomes and values diversity
- Reasonable knowledge of and ability to use Microsoft and online data entry tools
- Hold a current clean motor vehicle drivers licence.

CONDITIONS OF APPOINTMENT

Coordinator Neighbourhood Support

Hours of Work:	<p>Your ordinary hours of work will be 22 hours per week. Due to the nature of the position, working hours are flexible but will generally be worked Monday to Friday inclusive.</p> <p>Some flexibility will be required as there will be times that we may need to meet with community groups and individuals outside of what might be considered ordinary working hours.</p>
Salary:	<p>Salary range (22 hours per week) \$27,500 to \$28,500</p> <p>4 weeks annual leave</p>
Other conditions of appointment:	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000, other Acts which govern employment and an Individual Employment Agreement.</p>
