

Bexley Borough Neighbourhood Watch Assc. (BBNWA)

Job Description

Job Title: Office Coordinator BBNWA

Reporting To: Chairman BBNWA

Responsible for: Coordination NWA activities

Location: Belvedere Police Station

Hours: 15 hours per week, with possibility of flexible working week

Scope of the Role: To coordinate the activities of Neighbourhood Watch within the Borough of Bexley. Liaise with and direct members of BBNWA, Chairman and Committee, Street Coordinators and Deputies, together with related agencies, Safer Neighbourhoods Teams (SNT's) and Bexley Community Safety Partnership.

Overall responsibility:

- To manage the office functions of BBNWA
 - To advise Chairman and Committee of all activities and enquiries
 - To coordinate and arrange meetings at various levels
 - To act as Association Secretary and maintain appropriate records
 - To develop youth interest in Neighbourhood Watch within the Borough of Bexley
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Key Accountabilities

- To deal with incoming queries ensuring the caller has appropriate response either directly or via another member/agency
- Arrange new Watch meetings and prepare invitation letters to residents/members. Prepare Watch information packs
- Maintain Street Coordinators handbook and ensure website copy is updated
- Prepare letters to Street coordinators for regular Ward meetings
- Update Watch calendar/register
- Arrange monthly Committee meetings and yearly AGM. Arrange venue, agenda, and notice to members, prepare meeting minutes. Attend meetings as Charity Secretary
- Maintain website and update website with monthly news
- Assist with distribution of periodic newsletters either electronically or by post
- Order and maintain all stationery requirements including street sign

Education, Knowledge, Skills & Experience

- Computer skills in all Office word products at a consistent level, including use of email system
- Ability to handle and respond to all enquiries in writing
- Previous office administration skills/experience great asset

Behavioural Competences

- Must be able to work on own initiative especially when dealing with varied enquiries from locals residents, members, Police or other agencies
- Strong interpersonal skills to ensure BBNWA is represented at all levels in a professional manner
- Organised self motivated