



Area Coordinator Role Description

The role of the area coordinator is a voluntary role and hours are dependent on the applicant, this could be 1 hour per day or more, depending on the time available to the applicant.

The main duties (as described) are as follows:

- Attend meetings with Development Leads

This will involve having regular zoom/teams meetings with the Development leads to discuss crime figures, fire figures and any other items to be discussed.

- Promote NHW actively

Being actively involved in the community and speaking to people, possibly encouraging them to join the NHW network and promote being a coordinator for their area.

- Liaising with beat officers

To liaise with local beat officers to discuss what is happening in the applicant's area to see if there are any trends that are happening and to discuss how to work together to reduce crime as much as possible.

- Speak with parish councils

To communicate with local parish councils as to promoting NHW and to attend parish council meetings where applicable.

- Attend meetings with 3rd party resources

Attend meetings with police, fire, councils, community safety reps to discuss what has been happening and how to work closely together to promote NHW

- Organize drop in sessions alone for NHW

To organize sessions where members of the public can come and speak more about NHW and how to join as well as the benefits of being a member.

- Organize drop in sessions with beat officers

To attend beat surgeries alongside local beat officers to show a joint working for anyone who wishes to speak about NHW.

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- Report updates directly to Development Lead

Report any updates from meetings held and attended directly to the Development lead. Also any other concerns or worries from members of the public following drop in sessions held and also updates from meetings with 3rd parties.

Requirements

- Computer literate
- Access to Microsoft Teams or Zoom
- Willingness to speak to people
- Driving license preferred
- Ability to work alone effectively