



Position Profile

Position Title	Neighbourhood Watch ACT Suburban Facebook Group Administrator
Background: NHWACT currently has 18 suburban groups – some have been operating for over six years. NHWACT is an ‘administrator’ for these groups. Each of the suburban groups have their own local administrators and moderators.	
What a NHWACT Suburban Facebook Group Admin does: A NHWACT Suburban Facebook Group admin is a member of NHWACT and volunteers their time to help manage their suburban Facebook group. Typically the volunteer will live in the area they are managing. The main functions are to: <ul style="list-style-type: none">Post the monthly crime data from ACT Policing for their areaShare posts from NHWACT as appropriateShare from our suburban groups (where relevant)Moderate comments Training and ongoing support are provided. It is estimated that this position requires around 1-2 hours per week, less if there is more than one administrator for a suburban group. Interested? Message NHWACT via the NHWACT Facebook page or email enquiry@nhwact.org.au	