



# Position Profile

<b>Position Title</b>	Neighbourhood Watch ACT Facebook Page Administrator
-----------------------	--

**Background:**

The purpose of the NHWACT Facebook page (@NHWACT) is to provide information about crime and crime prevention to the Canberra community. It is also the umbrella for our suburban groups which sit under our page.

**What a NHWACT Facebook Page Admin does:**

A NHWACT Facebook Page admin is a member of NHWACT and volunteers their time to help manage the page.

We aim to have a roster where admins are rostered on one week out of four. This provides scope for admins to fill in for others who may be unwell or on holiday.

The main functions are to: •

- Post new NHWACT content
- Share from our partners (ACT Policing, ACT Region Crime Stoppers and Neighbourhood Watch Australasia) and other relevant pages
- Share from our suburban groups (where relevant)
- Share from other relevant Facebook pages
- Moderate comments

Typically, an admin will post at least twice a day. We are increasing the amount of original content we are posting and most of our posts are scheduled (and will appear in our calendar).

Training and support are provided. It is estimated that this position requires around 2 hours over the rostered week.

**Interested?**

Message NHWACT via the [NHWACT Facebook page](#) or email [enquiry@nhwact.org.au](mailto:enquiry@nhwact.org.au)