

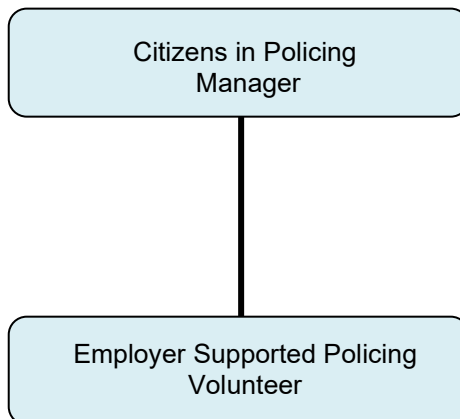


Role Title:	Employer Supported Policing Volunteer
Post Number:	TBC
LPA/Department/Section:	Citizens in Policing
Line Manager: (Job Title & Post Number)	Citizens in Policing Manager

1. PURPOSE

Employer Supported Policing Volunteers help to support the Citizens in Policing Team in driving the national scheme both internally and externally. This role plays a key part in passing on information to current volunteers, potential and existing partners and maintaining accurate records.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

None

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
Support the force implementation of the national ESP model.	Maintenance of Duty Sheet system regarding volunteer information and partnership agreements and accurate reporting to Citizens in Policing.

Contact new potential ESP / ESV partners at the correct level within these organisations, through templated communications and at the direction of the Citizens in Policing Team.	Support presentations to partners regarding the scheme. Register such contact on Duty Sheet and record outcomes.
Provide support to the “recognition model” within the ESP.	Ensuring accurate recording of hours provided by volunteers and their employers. From such details feed into the annual CiP awards.
Produce an ESP newsletter to improve communication both internally and externally.	Bi-annual newsletter to be circulated relating to both national and local updates and results.
4. MAIN CONTACTS	
1.	Citizens in Policing Manager
2.	Coordinators within the CiP Team
3.	Special Constables, Police Support Volunteers and Cadet Leaders
4.	Partners, both external and internal
5. SPECIAL CONDITIONS / TRAINING	
<p>Training will be provided around the use of Duty Sheet. Access will be required to Knowledge Hub specifically around ESP / ESV. Access to force systems through provision of a laptop – training around GDPR.</p>	
6. KNOWLEDGE & SKILLS	
<p>ESSENTIAL:</p> <p>IT Skills</p> <p>Good communication, networking skills.</p> <p>Ability to work both independently as well as part of a team.</p>	<p>DESIRABLE:</p> <p>Experience of working with a variety of groups, particularly in the business community.</p> <p>Experience inputting / retrieving information from management information systems.</p> <p>Experience of Corporate Social Responsibility practices, ideally in community affairs or employee volunteering.</p>
6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.	
<p>The role will be undertaken across Dorset but based at Bournemouth Police Station. Police Support Volunteer shifts are flexible and to be agreed locally. There is a request in line with the Volunteer policy that four hours volunteering is undertaken each month.</p>	

7. AGE LIMIT

No under 18-year-olds to work in control rooms, file preparation, crime records, Phoenix, and witness liaison.

No under 18-year-olds to work in SOCO offices, Fingerprints, Scientific Aids Suites, or HQ Photography/ Video Unit.

No under 18-year-olds to work as a CCTV Operator and Safe Bus volunteer.

No under 18-year-olds to type work which may cause trauma and upset.

8. TERMS OF APPOINTMENT

In accordance with the current Dorset Police Volunteers policy.

