

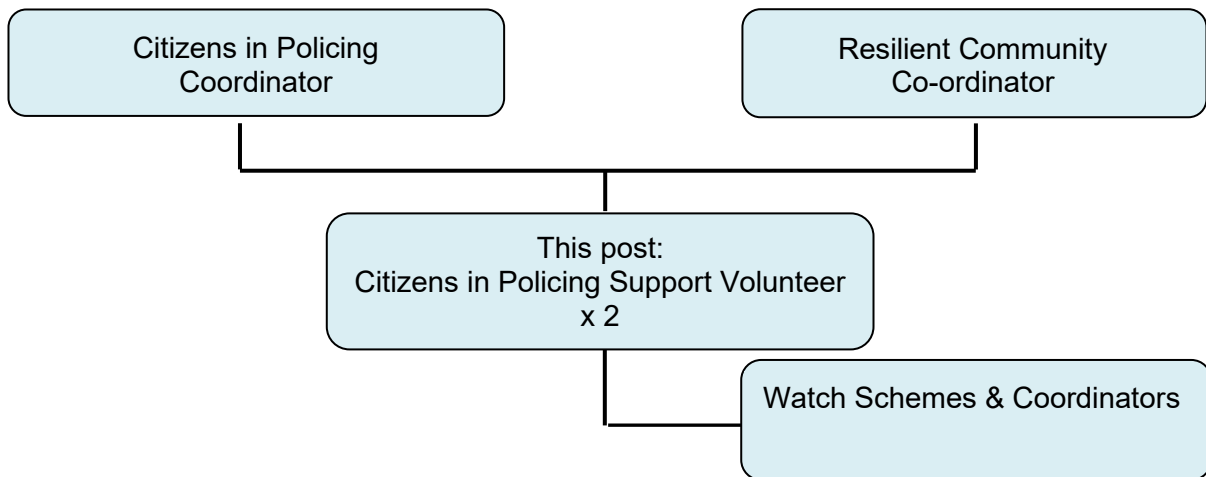


Role Title:	Citizens in Policing Support Volunteer
Post Number:	
Division/Department/Section:	Countywide
Line Manager: (Job Title & Post Number)	Citizens in Policing Coordinator & Resilient Community Co-ordinator

1. PURPOSE

This role will provide support to the Citizens in Policing Coordinator and Resilient Community Co-ordinator in basic administration duties and in their ongoing work to support and attend various engagement activities.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

Citizens in Policing Coordinator
Resilient Community Co-ordinator

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
Photocopying of and preparation of any material that the office may require.	Maintain Sufficient stock level.
Assist with organising events/meetings.	Raise the profile of the Citizens in Policing Team, Police Support Volunteers and Special Constables.

Assist in collecting material and creating the Citizens in Policing quarterly newsletter.	Maintain and improve communication between the Citizens in Policing Team and Volunteers.
Assist with the management of databases relating to the Special Constabulary and Volunteers within Dorset Police.	Better maintenance of records.
To process information received from 'Watch' Schemes throughout the County.	To ensure accurate records are kept up to date to assist in wider 'Watch' scheme engagement.
Respond to requests from 'Watch' schemes for additional/new materials.	To ensure support is provided to the 'Watch' schemes.
Update 'Watch' database with any member changes/ requests and materials.	To ensure we have an accurate record of our 'Watch' schemes that can be used by Dorset Police to enhance engagement and promote effective communication.
To assist the Resilient Community Co-ordinator and members of Association of Dorset Watches (ADW) in helping to publicise and promote different 'Watch' schemes.	To attend events/ virtual meetings across the County to raise awareness of the different 'Watch' schemes and its aims. This is to help increase the number schemes, members and community activity across the County.
Support the Resilient Community Co-ordinator collate information and Force initiatives for newsletters and broadcast on Dorset Alert and social media.	To ensure we have relevant and timely information communicated to 'Watch' scheme members.
Gather communications materials to be held at police stations in preparation for events, e.g. crime prevention leaflets, and ensure that supplies are kept well-stocked and up to date.	To assist the Resilient Community Co-ordinators in forward-planning for local events.
Help in facilitating 'Watch' events. This will include helping to set up the event, ensuring the relevant literature is available to be given out, and meeting and greeting.	To promote a professional image for the Force and ensure the public are receiving the correct guidance when attending events.
Maintain an overview of comments from members of the public on social media channels, e.g. Facebook or Twitter, and Dorset Alert to highlight any arising 'Watch' or community concerns.	To aid effective communication between Dorset Police and 'Watch' schemes.
Liaise with the Neighbourhood Engagement Officers (NEO) and Local Policing teams and identify opportunities to promote and engage with Watch schemes.	To help ensure that engagement activity is coordinated and relevant for 'Watch' schemes.
4. MAIN CONTACTS	
1.	Citizens in Policing Co-ordinator
2.	Resilient Community Co-ordinator

3.	NEO
4.	'Watch' Coordinators/ADW
5.	Police Staff, Police Officers and Volunteers
5. SPECIAL CONDITIONS	
Nil	
6. KNOWLEDGE & SKILLS	
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Good communication skills • Used to dealing with confidential material • Good IT skills • Attention to detail and accurate record keeping • Decision making • Personal Responsibility 	<p>DESIRABLE:</p> <ul style="list-style-type: none"> • Local knowledge
6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.	
<p>The aim of this proposal is to commit suitably trained and reliable volunteers in complete accordance with the current Dorset Police Volunteers Policy. The roles, which they would undertake, are such that they would not impact upon existing posts.</p> <p>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> <p>Mandated training is required for this role, which includes First Aid training.</p>	
7. AGE LIMIT	
None	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers Policy.	