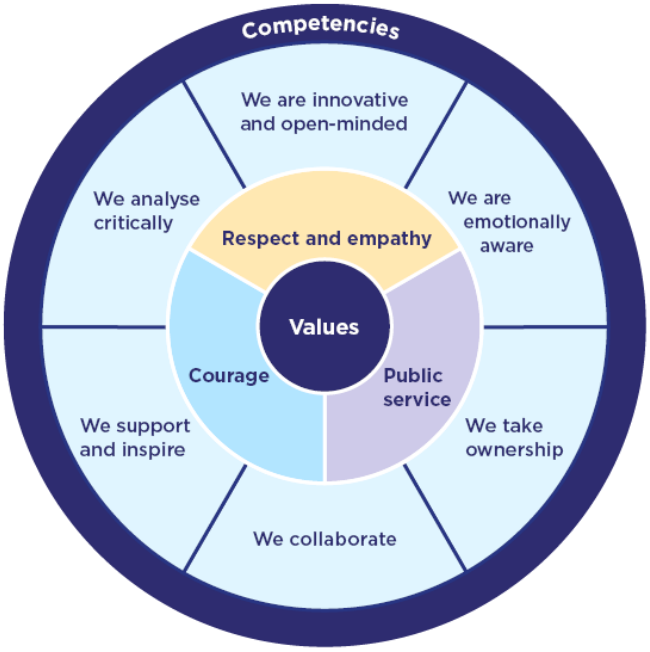
Role Profile

Role Profile Part 1			
Role title	Volunteer Citizens in Policing Co-ordinator Administrative Assistant	**Grade/Rank**	Volunteer
Dept/Area	SAPH	**Vetting Level**	NPPV Level 2
Responsible to	CiP Co-Ordinator	**Staff line managed**	None
Reviewed by (Line Manager)	Belinda Kinsley	**Date**	22/01/2025
Purpose of Job	To assist the Citizens in Policing Co-ordinator with administration.		
Key Accountabilities	Maximum of 12 1. To provide administrative support across all of the volunteering strands. 2. To maintain a central record of IAG members, their contact information and attendance record. 3. Collate and distribute the IAG agenda and supporting documents prior to each meeting 4. Take and distribute IAG minutes, redacting minutes for publication on force website 5. To assist with maintaining the IAG intranet page. 6. To assist with supporting the Observer Scheme application process. 7. To update volunteer spreadsheets. 8. To assist with supporting the Community SpeedWatch teams e.g. providing monthly figures of activity. 9. To assist at recruitment events. 10. To give regular and effective service. Note: This role profile is designed to assist post-holders with understanding what is expected of them in their role.		
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. All volunteers must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role.		

Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware We Take Ownership We are collaborative We Support and Inspire Courage Respect and Empathy Public Service		
Education/Qualifications	N/A		
Experience and Skills	Essential: To be computer/keyboard literate and a competent keyboard user. Customer Service Skills		
Approved by People Services		**Date**	

Role Profile

<table>
<tr><th colspan="4">Role Profile Part 3</th></tr>
<tr><td rowspan="5">Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td>We are Emotionally Aware</td><td>Level 1</td><td rowspan="5"> 
</td></tr>
<tr><td>We Take Ownership</td><td>Level 1</td></tr>
<tr><td>We are collaborative</td><td>Level 1</td></tr>
<tr><td>We Support and Inspire</td><td>Level 1</td></tr>
<tr><td rowspan="3">Underpinning Values</td><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">Courses and Conferences should be attended to benefit professional learning and development.</td></tr>
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