Role Profile

Role Profile Part 1			
Role title	Volunteer Police Cadets Unit Leader	**Grade**	Volunteer
Dept/Area	Strategic Area Policing Hub	**Vetting Level**	NPPV Level 2
Responsible to	Citizens in Policing Supervisor	**Staff line managed**	None
Reviewed by (Line Manager)	Belinda Kinsley	**Date**	24/11/2025
Purpose of Job	To lead and manage a cadet unit, ensuring the welfare, development, and engagement of cadets and leaders while maintaining compliance with safeguarding, disciplinary, and organisational standards.		
Key Accountabilities	1. To manage the welfare of cadets and leaders in line with organisational policies and safeguarding standards. Maintain accurate personal files and records for all unit members. Manage the unit budget responsibly. 2. To maintain safeguarding policies. Ensure CPD training is completed by all leaders in the unit. 3. Coordinate staffing for weekly sessions and community engagement events. 4. To facilitate and support leaders in the organisation and planning of weekly sessions, including the delivery of the cadet curriculum to ensure quality and consistency. 5. To act as the primary point of contact for parents and guardians. 6. To communicate effectively with stakeholders to maintain positive relationships. 7. Complete operational orders and risk assessments for events. 8. To promote the cadet unit within the community. 9. To give a regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.		
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.		

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	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.

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Role Profile Part 2			
Education/Qualifications	Essential: Desirable:		
Experience and Skills	Essential: Communication Skills Desirable: Previous experience with Youth and/or Cadets would be an advantage.		
Approved by People Services	#	**Date**	#

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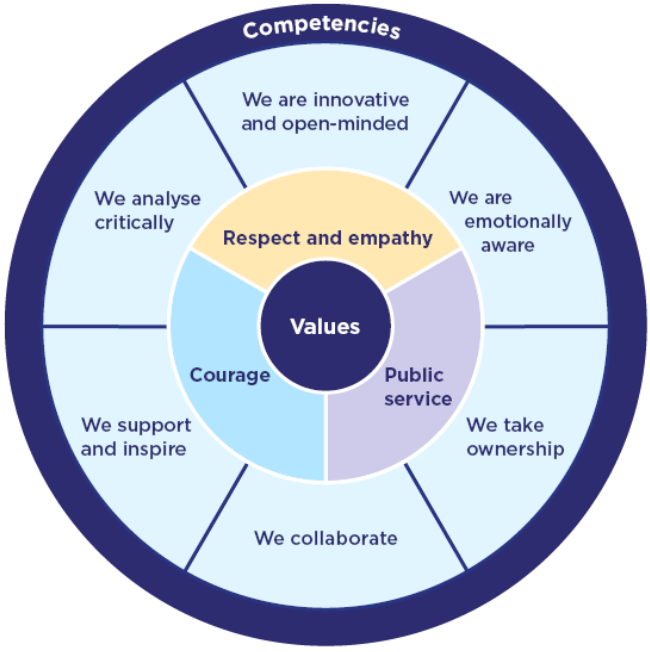
Role Profile Part 3 (2024)			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We Support and Inspire	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff and Volunteers are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		