



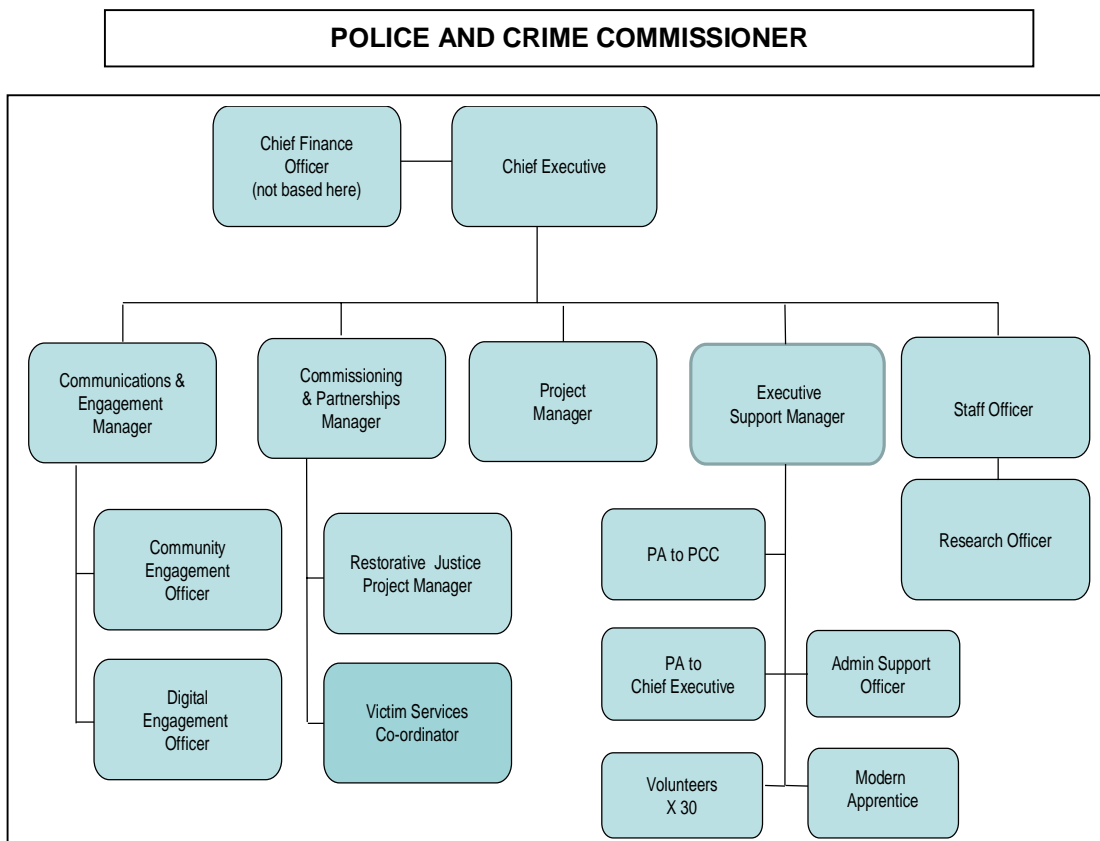
# VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

<b>Role Title:</b>	OPCC Community Engagement Support Volunteer
<b>Post Number:</b>	
<b>Division/Department/Section:</b>	Office of the Police and Crime Commissioner (OPCC)
<b>Line Manager : (Job Title &amp; Post Number)</b>	Community Engagement Officer PO 3148

## 1. PURPOSE

To provide logistical and administrative support to the day-to-day operation of the Police and Crime Commissioner’s community engagement and consultation activities and events in order that these activities and events run smoothly and project a professional image to the public.

## 2. POSITION IN THE ORGANISATION



<b>3. MAIN RESPONSIBILITIES</b>	
<b>INPUT</b>	<b>OUTPUT</b>
To provide logistical support to assist with the facilitation of PCC events, public meetings, road shows, surgeries and similar community engagement or consultation events. This will comprise a range of duties to ensure that seating, signage, displays etc are in place in good time for each event and are then cleared up to leave the premises tidy and in good order.	To facilitate an effective event and assist in the provision of a safe and welcoming environment for the public
To perform a number of duties to facilitate a range of public events, including reception duties, meeting and greeting, assisting with refreshments etc.	To promote a professional image for the PCC and assist in helping to ensure that members of the public feel welcome and confident to participate.
To assist in the dissemination of information about engagement and consultation events and activities by distributing literature, promotional materials, surveys etc.	To promote and advertise planned events and activities, thereby assisting in increasing the number of people and groups taking part in engagement and consultation activities.
<b>4. MAIN CONTACTS</b>	
1.	Community Engagement Officer
2.	Media and Communications Manager,
3.	Executive Support Officer and ICV Administrator
4.	Police and Crime Commissioner
5.	Members of the Public
<b>5. SPECIAL CONDITIONS</b>	
None apply	
<b>6. KNOWLEDGE &amp; SKILLS</b>	

<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. For greeting and hosting roles, possession of good verbal communication skills, including the ability to communicate with people from different backgrounds.</li> <li>2. For greeting and hosting roles the ability to undertake a variety of different roles during a public event and an ability to work without direct supervision.</li> <li>3. The ability to remain impartial and non-political doing public meetings and events.</li> </ol>	<p><b>DESIRABLE:</b></p> <ol style="list-style-type: none"> <li>1. Experience of attending or taking part in public meetings or committees.</li> <li>2. Knowledge and understanding of the role of the Police and Crime Commissioner</li> <li>3. Ability to travel in the local area.</li> </ol>
<p><b>6. ADDITIONAL INFORMATION e.g. Amount of hours per week, whether you need a volunteer on certain days.</b></p>	
<ul style="list-style-type: none"> <li>• The OPCC will be holding approximately 12 community days across Bournemouth Dorset and Poole per annum, and we would require assistance at these events for up to 5 hours.</li> <li>• The OPCC may also require assistance with the distribution of publicity, promotional materiel, and other publications in local areas.</li> <li>• There will be the opportunity to volunteer at other OPCC community engagement activities throughout the year, including surgeries, roadshows, focus groups and occasionally at community events organised by other organisations.</li> </ul>	
<p><b>7. TERMS OF APPOINTMENT</b></p>	
<p>In accordance with the current Dorset Police Volunteers Policy.</p>	