



VOLUNTEER SUPPORT SCHEME

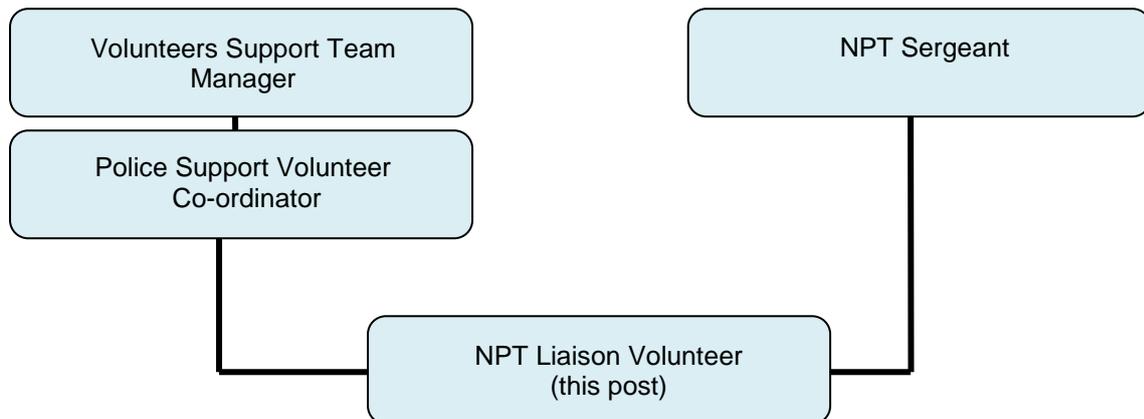
ROLE DESCRIPTION

Role Title:	Liaison Volunteer – Neighbourhood Policing Team
Post Number:	VO
Division/Department/Section:	Force Wide/Eastern/NPT
Line Manager : (Job Title & Post Number)	NPT Sergeant

1. PURPOSE

To provide support to the Volunteers Support Team and the local command team in respect of the retention and liaison of Police Support Volunteers within a designated area and act as a local point of contact.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

NONE

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
To liaise with volunteers within a section, providing some support, contact regarding updates in the section and understanding the roles performed by volunteers.	To provide support to Police Support Volunteers and to understand the roles in a section.

To keep in contact with the local command team and the Volunteers Support Team with any updates.	To keep communication open, allowing both teams to keep informed and to ensure that tasks being delegated are within the role.
To give perspective and offer feedback on Neighbourhood Policing Team volunteer role duties being performed within the section and help ensure volunteers welfare are looked after.	To provide further support to all Dorset Police Support Volunteers. Ensure that volunteers are valued and Good Practise is being shared.
4. MAIN CONTACTS	
1.	Neighbourhood Policing Team
2.	Volunteers Support Team
4.	Section Line Managers
5.	Section Police Support Volunteers
5. SPECIAL SKILLS	
Communication and interpersonal skills	
6. KNOWLEDGE & SKILLS	
<p>ESSENTIAL</p> <ul style="list-style-type: none"> - Good communication and interpersonal skills, including a confident telephone manner. - Attention to detail, particularly spelling and grammar. - Integrity, reliability and self-discipline - Ability to plan and prioritise. - Good IT skills. 	<p>DESIRABLE</p> <ul style="list-style-type: none"> - Full Driving Licence - Ability to use initiative and work with minimum supervision. - Able to provide opinion on matters.
6. ADDITIONAL INFORMATION e.g. Amount of hours per week, whether you need a volunteer on certain days.	
The Aim of this proposal is to commit a suitably trained and reliable Volunteer in complete accordance with the current Dorset Police Volunteers Policy. The role they would undertake is such that they would not impact upon existing posts within the department/Division. The purpose of this role is to enhance the service already provided by the Section.	
7. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers Policy.	