

**THAMES VALLEY POLICE**  
**PVST VOLUNTEER ROLE SPECIFICATION**

**Role Title:** Administrative and Station Support

**Area/Department:**

**Location:**

**Role Supervisor:**

**Purpose:**

To provide administrative and general support to Thames Valley Police Officers and Staff which will enable Thames Valley Police to respond to the needs of the local community and make that community safer

**Main Tasks:**

- Undertake administrative tasks as directed by role supervisor
- Admin tasks could include: photocopying, data entry, filing, scanning, producing letters, enveloping letters, minute taking, notice boards
- Take responsibility and deal accordingly with property according to Force policy
- Admin support may include the use of IT systems
- Undertake any tasks that support police officers and police staff in the day to day running of a station
- Tasks should be completed in a timely and efficient manner

**Skills/Training Required:**

- Good organisational skills
- Basic IT skills
- Neat handwriting
- Attention to detail
- Good communication skills
- High regard for confidentiality

All mandatory computer based training will be supported by the Volunteer Co-ordinator. Further training necessary for the role will be supported by the Role Supervisor.