

THAMES VALLEY POLICE
CiP VOLUNTEER ROLE SPECIFICATION

Role Title: Cadet Scheme Leader

Area/Department:

Location:

Role Supervisor:

Purpose:

To help organise and manage a Cadet Scheme which engages young people in Berkshire, Buckinghamshire and Oxfordshire and inspires them to participate positively in their communities. Cadets come from diverse communities and will include those vulnerable to crime or social exclusion.

Main Tasks:

- Assist in the management of weekly Cadet meetings
- Delivery of pre planned lessons if required
- Assist in the collection of subscriptions
- Administration of Cadet off site visits
- Support Cadet's involvement in community initiatives
- Record Keeping
- Management of recognition and awards
- Assist in the management of recruitment including interviewing applicants and exit interviews
- Enforcement of Cadet discipline code

Skills/Training Required:

- Able to commit at least a minimum of one evening a week with additional hours when required (e)
- Willing to take training as required (e)
- Knowledge of Police Services (e)
- Communication Skills (e)
- Experience of dealing with conduct issues (d)
- Ability to relate with young people (e)

Further training necessary for the role will be supported by the Role Supervisor.

“I confirm that using a volunteer in the outlined role will complement and support staff roles and will not replace officers or staff or prevent the employment of a new staff member. I confirm the Volunteer is not employed within Thames Valley Police and this document does not constitute a contract of employment, a contract for services and/or evidence of any such contract.”

Signed **Supervisor**
Print Name and Date.....

“I confirm that as a volunteer I am happy to perform the outlined role to complement and support other staff and officers.” For further information on volunteering in general, conduct and regulations can be found in the Volunteers Policy which is available from your co-ordinator.

Signed **Volunteer**
Print Name and Date.....

Volunteer Coordinator Agreement:

Signed
Print Name.....
Date.....