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.

"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** …………………………………………………………

17 September 2013

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…………………………………………………………………………