

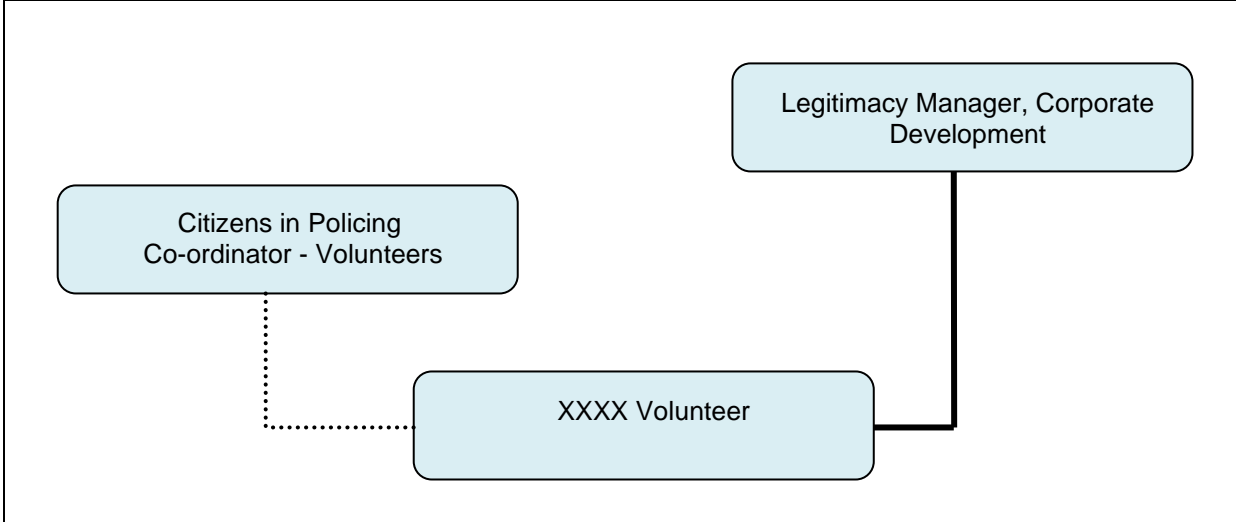


Role Title:	Support Network Volunteer
Post Number:	DP5872
Division/Department/Section:	Legitimacy Team, Corporate Development, HQ
Line Manager: (Job Title & Post Number)	6539 Karen Duke-Glover

1. PURPOSE

Dorset Police recognises the value and contribution of the Staff Support Networks that help us to create a fair and inclusive workplace, through support of staff in under-represented groups throughout the organisation. Staff support networks provide vital signposting, support and voices for our workforce and they act as a critical friend in relation to Force policies, procedures and processes. This role will provide support to that effort.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post
None

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
To send and respond to Network emails	Timely response to email enquiries and sharing of information amongst the Network
To maintain the membership list for the Staff Network	Up to date membership

To help plan and organise bespoke Network events	Efficient and effective Network events enabling members to get together and provide organisational feedback
4. MAIN CONTACTS	
1.	Legitimacy Manager
2.	Legitimacy Support Officer
3.	Network Chairs
4.	Network members
5. SPECIAL CONDITIONS	
This role does not have to be undertaken at Winfrith, alternative locations considered.	
6. KNOWLEDGE & SKILLS	
ESSENTIAL: Good communication skills Good organisational skills Experience in the use of Microsoft Office packages, in particular Outlook, Word and Excel	DESIRABLE: Event planning/co-ordination
6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.	
Police Support Volunteer shifts are flexible and to be agreed locally. There is a request in line with the Volunteer policy that four hours volunteering is undertaken each month.	
7. AGE LIMIT	
No under 18-year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison. No under 18-year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit. No under 18-year olds to work as a CCTV Operator and Safe Bus volunteer. No under 18-year olds to type work which may cause trauma and upset.	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers policy.	