



**DORSET
POLICE**

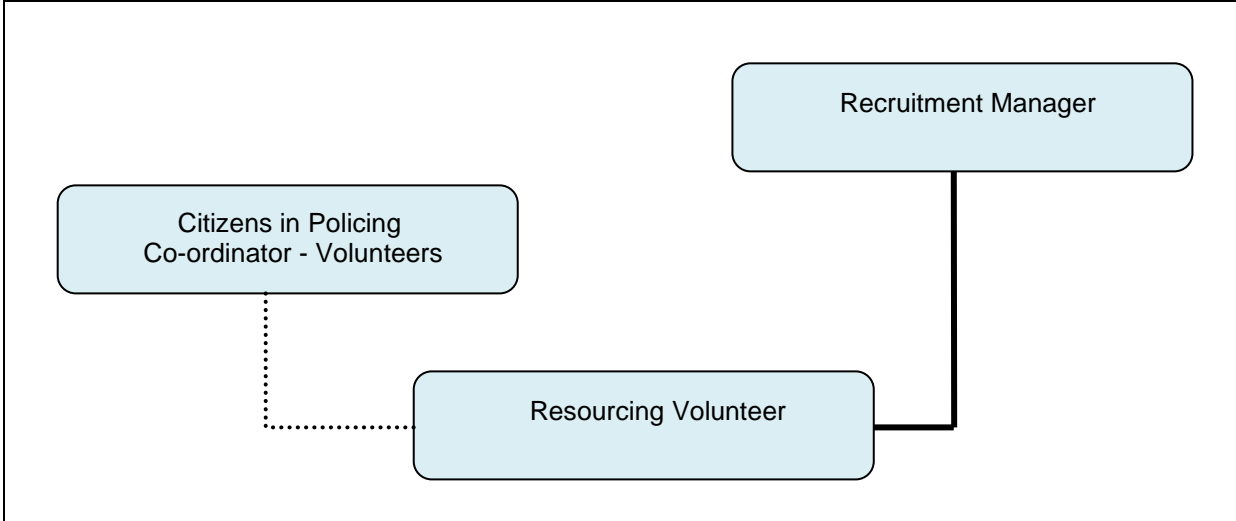
**VOLUNTEER SUPPORT SCHEME
ROLE DESCRIPTION**

Role Title:	Resourcing Volunteer
Post Number:	DP5871
Division/Department/Section:	Alliance People Department
Line Manager: (Job Title & Post Number)	Resourcing Officer

1. PURPOSE

To provide logistical and practical support to the day-to-day operation of the recruitment of Police Officers, Special Constables, Police Staff and Police Support Volunteers.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

None

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
To provide logistical support to assist with the facilitation of recruitment events, assessment centres and similar engagement events. This will include meeting and greeting then escorting candidates around police premises.	To facilitate an effective event and assist in the provision of a safe and welcoming environment for those attending.

Assist with obtaining Biometric samples from candidates. This includes meeting and greeting the candidates, checking ID documents and guiding the candidate through the collection process.	To facilitate elements of the recruitment pre-requisite process.
Assist with invigilation process during promotion boards.	To support internal candidates through the promotion process.
4. MAIN CONTACTS	
1.	Recruitment Manager
2.	Police Officer/Special Constable / Police Staff and Police Support Volunteer candidates
3.	Members of the public
4.	Citizens in Policing – Coordinator
5. SPECIAL CONDITIONS	
N/A	
6. KNOWLEDGE & SKILLS	
ESSENTIAL: <ul style="list-style-type: none"> • Good verbal communication skills • Attention to detail • Flexible • Integrity and reliability 	DESIRABLE: N/A
6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.	
The role will be undertaken on an adhoc basis. Police Support Volunteer duties 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.	