

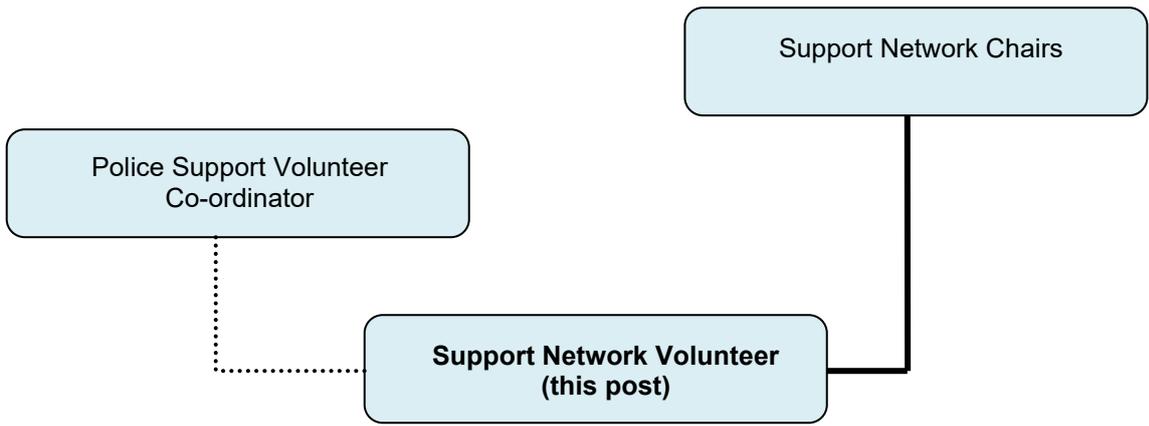


Role Title:	Support Network Volunteer
Post Number:	DP5872
Division/Department/Section:	Legitimacy Team, Corporate Development, HQ
Line Manager:	Support Network Chairs & Police Support Volunteer Coordinator

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. As well as Support Network meetings.	Efficient and effective Network events enabling members to get together and provide organisational feedback.
Research events organised in other areas outside Dorset Police.	Improve support to Support Network members.
Assist in collecting material and creating the Support Network newsletters. Keeping the Support Network SharePoint page updated.	Maintain and improve communication. Increase awareness of what support is available.
4. MAIN CONTACTS	
1.	Legitimacy Manager
2.	Legitimacy Support Officer
3.	Network Chairs
4.	Network members
5.	Police Support Volunteer Co-ordinator
5. KNOWLEDGE & SKILLS	
<p>ESSENTIAL:</p> <p>Good communication skills.</p> <p>Good organisational skills.</p> <p>Experience in the use of Microsoft Office packages, in particular Outlook, Word and Excel.</p>	<p>DESIRABLE:</p> <p>Event planning/co-ordination.</p>
6. ADDITIONAL INFORMATION	
<p>Hours are flexible and to be agreed locally.</p> <p>There is a request in line with the Volunteer policy that four hours volunteering is undertaken each month.</p>	
7. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers policy.	