

JOB DESCRIPTION



Role title:	Citizens in Policing Cadet Leader and Divisional SPOC
Grade and salary:	Grade F - (£24,552 - £30,375)
Hours:	Regular working pattern between Monday – Friday 9am – 10pm Occasional weekend working to cover events and expeditions.
Department or Division:	Corporate Services
Location:	Cadet Sessions will be held in Glossop and Chesterfield on a weekly basis. Location base will be Force Headquarters, Ripley/ St Mary's Wharf Police Station / Home Working. Flexibility around agile working is required.
Post reports to:	CiP Manager
Suitable for job share or part-time:	Yes
Other considerations:	Travel is essential for this role, therefore a full driving license is required.
Date last reviewed:	November 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

Derbyshire Constabulary Citizens in Policing is the umbrella term for the Special Constabulary, Derbyshire Police Cadet Scheme and Police Support Volunteers. This role is for those who wish to make a real difference to the life of young people in Derbyshire, along with supporting the division and community across all areas of CiP. The primary functions of the role will be to lead the weekly Cadet Cohorts of young people aged between 10-18 years old, along with providing support to the local CiP Portfolio leads and acting as the single point of contact for Citizens in Policing related matters on division.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Work closely with the Citizens in Policing Cadet Co-ordinator, to ensure that the Cadet Cohorts are guided through their annual training package, supporting in the development and progression of the Derbyshire Volunteer Police Cadets
- Leading Cadet cohorts of children aged between 10-18, encouraging and helping them achieve their potential at weekly sessions that are held face to face and virtually with safeguarding at the heart of all activities.
- Lead engagement projects and extra-curricular activities with the cadets and promote active citizenship.
- Actively promote volunteering opportunities by attending internal and external events and presentations; marketing vacancies available in accordance with the Force's Positive Action Strategy
- Effectively coordinate the use of Police Support Volunteers and Cadets throughout the division as part of the wider Citizen's in Policing Programme and be the local CiP point of contact for all stakeholders and volunteers.
- Support cadets and police support volunteers to embed and integrate within their division.
- Maintain an overview of the Policing priorities and needs of the division and how Citizens in Policing complements priorities, identifying opportunities.
- Ensure volunteers and line managers are proficient in the effective use of volunteer duty management systems, providing training and upskilling where necessary.
- Liaise, engage and share best practice with all stakeholders to promote the CiP agenda and attend local meetings to help raise the profile and highlight the valuable contribution made by volunteers.
- Organising local reward and recognition events as part of the annual Volunteer's Week Celebrations, along with Cadet scheme award opportunities.
- Support the CiP communication's plan through liaising with the local Neighbourhood Communication Officer, utilising social media and collating good news stories.
- To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
- Full valid driving licence with access to your own transport and willingness to travel around the county when required.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Proven extensive experience of working and engaging with young people and children in a voluntary or paid capacity.
- Leadership skills with the experience and ability to develop a team, lead and supervise young people.
- Ability to lead a Cadet cohort of children aged between 10-18, encouraging them with support and helping them achieve their potential. Including weekly sessions, community engagement projects and promote active citizenship
- Ability and innovation to develop and deliver lessons plans to young people aged between 10-18 years old.
- In-depth knowledge and understanding of child safeguarding gained through a working or voluntary environment.

- Effective communication skills to enable building collaborative, inclusive and productive relationships with all internal and external stakeholders.
- Ability to plan, organise and co-ordinate logistics around events.
- Excellent IT skills, including knowledge of Microsoft products or equivalent including MS Teams.
- Demonstrate respect for race and diversity.
- Full clean driving licence with access to your own transport and willingness to travel around the county when required.
- Being able to work flexibly according to demand including evenings and weekends.

Desirable:

- Knowledge of Health and Safety Legislation.
- D1 Licence Classification to drive a minibus
- Experience of working with volunteers including the development and co-ordination.
- Experience and or qualification in Duke of Edinburgh Award at any level.
- Qualification in Youth Leading /Support work at Level 3 or above.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.