



## Lead Volunteer

**Department/Location:** Forcewide

**Responsible to:** Deputy NPA Commander

**Role Purpose:** The main purpose of this Volunteer role is to provide support to a team of Volunteers and the Deputy NPA Commander to protect our communities.

**Some of the tasks we would like your help with:**

- Communicate and engage regularly with Police Support Volunteers
- Provide support to the Deputy NPA Commander in managing the NPA Volunteers through effective and efficient use of Volunteers resources and projects.
- Motivate Volunteers and ensure a positive volunteering experience.
- Listen to Volunteers questions and issues and make appropriate arrangements to rectify any negative situations.
- Represent the views, opinions and any concerns of Volunteers in team meetings.
- Make 'duty reminder' calls to Volunteers to remind them of pre-arranged duties.
- Support the Citizen Focus Sergeant in identifying tasks that the Volunteers can undertake.
- Ensure the Volunteers submit their hours worked via Dutysheet.
- Identify any training needs required for the Volunteers and secure appropriate training.

**What skills you need:**

- Good communications skills
- Previous experience of team leadership
- Ability to work as part of a team

**What training and support you will receive:**

You will take part in an induction to help you understand your role and how the force works, along with training on how to use specialist databases and IT systems.

We have Lead Volunteers on each of our 8 neighbourhood Policing Areas (NPA's). Part of their role is to support volunteers, so they will be able to assist you with any problems or questions you may have throughout your time as a Police Support Volunteer with Leicestershire Police.

**How much time?**

This is a flexible role and hours (in amount and when) are subject to local agreement.

**Interested?**

Visit: [www.leics.police.uk](http://www.leics.police.uk) to read more about volunteering and how to apply.