

JOB DESCRIPTION



Role title:	MOSOVO Volunteer
Preferred commitment:	Must be flexible and commit to 4 hours per week
Department or Division:	MOSOVO Violent Offenders
Location:	Chesterfield, North Div
Post reports to:	Detective Sgt
Other considerations:	Long term opportunity

PURPOSE AND DESCRIPTION OF JOB ROLE:

To assistance with Stalking Prevention Orders and completing paperwork.

Activities/Tasks

- To assist with Stalking Prevention Orders.
- Database maintenance.
- Undertaking administration tasks such as filing, photocopying and scanning of paper files.
- Using IT applications such as Microsoft Excel and Microsoft Word to write letters and Reports.

Role Specific Skills

- Experience of talking to people face to face and on the phone in a professional manner.
- Ability to use correct grammar and punctuation so messages are clear and professional.
- Ability to plan a timetable for a piece of work and schedule activities to meet deadlines.
- Ability to work unsupervised to complete tasks.
- Experience of collating printed materials in preparation for meetings.
- Have attention to detail
- Ability to use Microsoft Office 365 – SharePoint, Word, Excel, Outlook and other IT systems.

How you will benefit:

- Self Confidence

- Workplace Skills
- Support and Training

How the organisation will benefit:

- Helping us in our commitment to provide a high-quality policing service to everyone in Derbyshire.
- By developing closer community links volunteers become advocates and help to improve public confidence.
- By bringing new ideas, knowledge and skills into the Force you will help provide an enhanced service to the community.

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.