



Police Support Volunteer Activity

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| Organisation | Derbyshire Police |
| Role Title: | Volunteer Events and Projects Co-ordinator |
| Location: | St Mary's Wharf Police Station, Derby. |
| Responsible to: | Team Leader – Safer Neighbourhood Safeguarding Team |
| Aim of the Role | This is an exciting new volunteer opportunity that will directly support member of the Safe Neighbourhood Safeguarding Team, to assist in the co-ordination and delivery of events aimed at preventing all forms of crime. |
| Activities / Tasks | <ul style="list-style-type: none"> ➤ Working as part of a team, to deliver events aimed at preventing crime. ➤ To provide support and co-ordination in relation to long term projects, such as knife crime summits and increasing contact, with our harder to reach communities in order to increase confidence in the police. ➤ Working collaboratively, with police officers and staff to support projects and local initiatives. ➤ Using IT applications, such as Microsoft Excel and Word to create spreadsheets, write letters, produce leaflets and reports. |
| Essential Role Specific Skills | <ul style="list-style-type: none"> ➤ Good written communication skills. ➤ Good verbal communication, ability to speak to people face to face and on the telephone, in a professional and confident manner. ➤ Good IT skills, including Microsoft Outlook and Word with the confidence and ability to learn new IT systems for which training will be provided. ➤ Good organisational and co-ordination skills. ➤ Ability to plan time and commitments. ➤ Ability to plan events and meet deadlines. ➤ Attention to detail. |
| How you will benefit | <ul style="list-style-type: none"> ➤ Helping to protect vulnerable people, within your community ➤ Self Confidence. ➤ Workplace Skills. ➤ Support and Training. |
| How the organisation will benefit: | <ul style="list-style-type: none"> ➤ Helping us in our commitment, to provide a high quality policing service to everyone on 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. |
| Preferred commitment: | Must be able to commit to 4 Hours per week. |
| Duration: | Long term opportunity. |