



Home Security Support Volunteer

Department/Location: FHQ

Responsible to: Volunteer Coordinator

Role Purpose: The main purpose of this role is to help coordinate the Home Security visiting tasking process, in particular supporting the volunteers undertaking the visits.

Some of the tasks we would like your help with:

- Risk scoring visits and prioritising them
- Researching the Niche database to identify individuals requiring visits
- Populating a spreadsheet with required visits
- Updating records when notified that a visit has been undertaken
- Using mapping technology to ensure visits are allocated to the correct areas
- Chasing up outstanding visits to ensure as many as possible have been undertaken
- Making contact with victims to check on the quality of service
- Providing admin support to the Home Security visit tasking process

What skills you need:

- IT skills e.g. Microsoft Word. Excel and databases
- Ability to use mapping sites e.g. Google maps
- Ability to work unsupervised
- Ability to work on own initiative
- Organisational skills

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 to read more about volunteering and how to apply.