



**DORSET
POLICE**

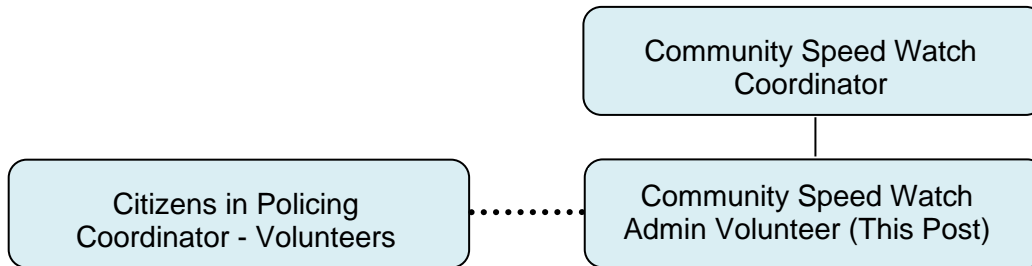
VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

Role Title:	Community Speed Watch Admin Support
Post Number:	DP4255
Division/Department/Section:	Dorset Road Safe
Line Manager: (Job Title & Post Number)	Community Speed Watch Co-ordinator

1. PURPOSE

To provide administrative support to the Community Speed Watch initiative to raise awareness and encourage speed reduction across Dorset.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

None

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
To process information received from Community Speed Watch teams throughout the County	To ensure accurate records are kept up to date to assist in the Community Speed Watch initiative
To issue letters to identify registered keepers within strict deadlines	To ensure drivers are reminded that speed is one of the five fatal main contributory factors to road collisions with the aim to reduce KSI collisions on the roads of Dorset

<p>To assist the Community Speed Watch Co-ordinator and Neighbourhood Policing Team (NPT) with the records for Road Risk Assessments of new sites</p>	<p>Maintain accurate records of new sites to assist the Community Speed Watch Coordinator in undertaking Road Risk Assessments as directed. (Specific training will be given for this role)</p>
<p>To support awareness of the Health and Safety and Code of Conduct policy to new volunteers under the direction of the Community Speed Watch Co-ordinator / NPT</p>	<p>To efficiently process new volunteers to place with existing teams and to help establish new teams</p>
<p>To assist the Community Speed Watch Co-ordinator and members of Dorset Road Safe in helping to publicise and promote Community Speed Watch</p>	<p>To attend events across the County to raise awareness of Community Speed Watch and its aims. This is to help increase the number of volunteers and new teams in the County</p>
<p>4. MAIN CONTACTS</p>	
<p>1.</p>	<p>Community Speed Watch Co-ordinator</p>
<p>2.</p>	<p>Camera Team Supervisor</p>
<p>3.</p>	<p>Operations Manager Dorset Road Safe</p>
<p>4.</p>	<p>Neighbourhood Policing Teams</p>
<p>5.</p>	<p>Citizens in Policing Coordinator - Volunteers</p>
<p>5. SPECIAL CONDITIONS</p>	
<p>None</p>	
<p>6. KNOWLEDGE & SKILLS</p>	
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Basic computer skills – Word and Excel • Good communication skills • Literate & numerate • Attention to detail • Integrity, reliability and self-discipline 	<p>DESIRABLE:</p>
<p>7. Training Requirements</p>	
<p>PNC</p> <p>SWAN</p>	

8. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.

There is an expectation in line with the Volunteer policy that 4 hours volunteering is undertaken each month.

This role can be carried out remotely from a local police station where the SWAN database system can be accessed or HQ building

9. TERMS OF APPOINTMENT

In accordance with the current Dorset Police Volunteers Policy