



**DORSET  
POLICE**

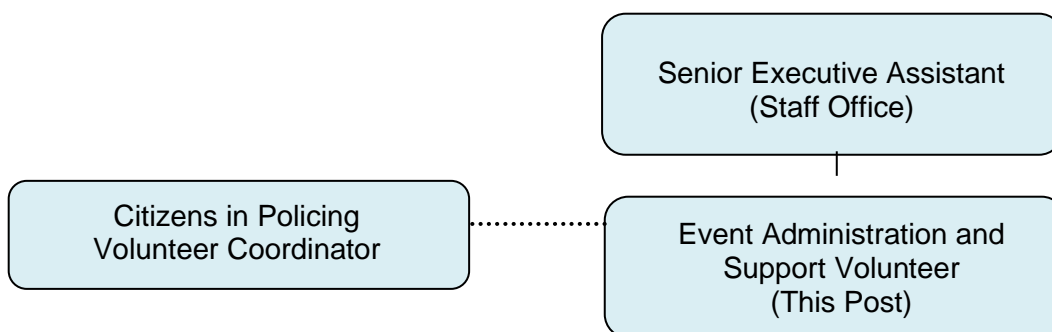
## VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

<b>Role Title:</b>	Event Administrator and Support Volunteer
<b>Post Number:</b>	
<b>Division/Department/Section:</b>	Executive Support Team
<b>Line Manager: (Job Title &amp; Post Number)</b>	Citizens in Policing Coordinator – Volunteers Senior Executive Assistant – (Staff Office)

### 1. PURPOSE

To assist in the administration, planning, organising and attendance of various Executive led events around the force and be able to drive Force pool cars if required by their task to aid the Force, such as logistics.

### 2. POSITION IN THE ORGANISATION



#### (b) Staff who work directly for this post

N/A

### 3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
To assist in the administration of force award nominations	Downloading data into a workable format for review by the panel
To assist in the communication to nominees with results from the panel	Informing nominees and line managers of the results of the panels and next stages of invitations to events
To assist in the organisation of venues and catering	Seek quotes and provide options for decision making

To assist in the admin of certificates, trophies etc	To provide timely and professional products for presentation to staff, officers and volunteers
To attend events hosted around the force, both internally and externally. For example- Force Awards	To provide support to Police Staff in the hosting and organisation of events
Access to Force pool cars and ability to drive them if considered required as part of a task or to aid the Force	Provide logistical support and to allow full range of duties as part of the role profile to be performed
<b>4. MAIN CONTACTS</b>	
1.	Senior Executive Assistant
2.	Citizen in Policing Team
3.	Administration and Business Support colleagues
<b>5. SPECIAL CONDITIONS</b>	
Volunteers for this role need to be Pool Car authorised before driving force vehicles in relation to this role.	
<b>6. KNOWLEDGE &amp; SKILLS</b>	
<b>ESSENTIAL:</b>  Excellent communication and interpersonal skills  Full driving licence  Ability to work as part of a busy team	<b>DESIRABLE:</b>  Additional language(s) including British Sign Language (BSL)
<b>6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.</b>	
This role is to allow current Police Support Volunteers the ability to assist at events around the Force and drive pool cars when required.  Duties involved in this role are performed on an Ad-hoc basis.	
<b>7. AGE LIMIT</b>	
No under 18-year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison. No under 18-year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit. No under 18-year olds to work as a CCTV Operator. No under 18-year olds to type work which may cause trauma and upset.	
<b>8. TERMS OF APPOINTMENT</b>	
In accordance with the current Dorset Police Volunteers Policy.	