



**DORSET
POLICE**

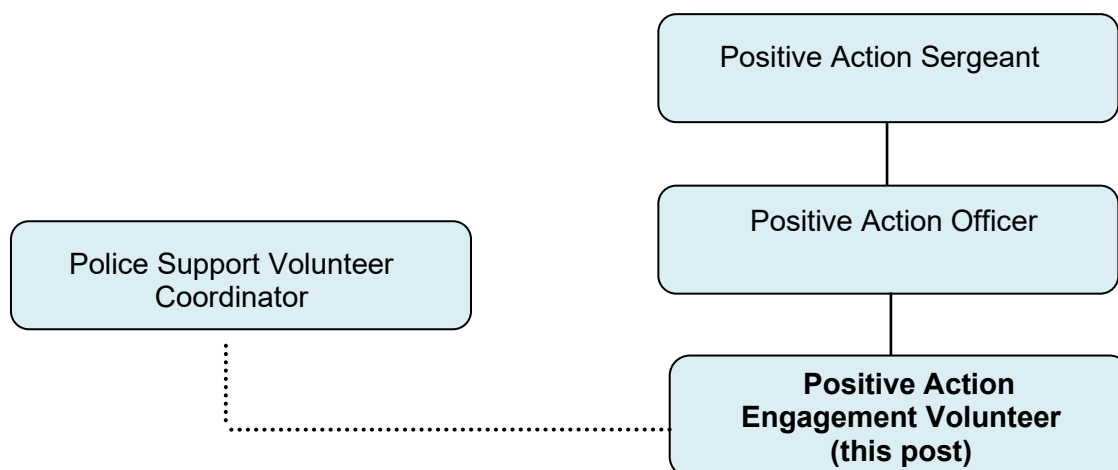
VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

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| Role Title: | Positive Action Engagement Volunteer |
| Post Number: | DP5714 |
| Department/Section: | Positive Action |
| Line Manager: | Positive Action Officer & Police Support Volunteer Coordinator |

1. PURPOSE

The Positive Action Engagement volunteer will assist with recruitment fairs and community engagement and assist with the maintenance and co-ordination of the Alliance Diversity Calendar.

2. POSITION IN THE ORGANISATION



3. MAIN RESPONSIBILITIES

| INPUT | OUTPUT |
|--|--|
| <p>To attend recruitment events hosted by the Force and various public events i.e., festivals, places of worship, career fairs, school meetings etc.</p> <p>Assist with organising events/meetings and support delivery (helping to set up event, handing out leaflets).</p> | <p>To provide support to the Positive Action Team in the hosting and organisation of events.</p> |

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| Photocopying of and preparation of any material for engagement events. | Maintain sufficient stock level. |
| Assist in updating the monthly/quarterly Positive Action newsletter. | Maintain and improve communication between Positive Action and the public. |
| Assist with maintaining the Positive Action social media pages. | Provide support with promotion of Positive Action and roles to members of the public. |
| Updating the diversity calendar with awareness dates submitted by various teams and liaising with the departments that supply the dates. | Maintaining a current calendar of dates promoting diversity. |
| Sending notifications to teams ahead of dates they are responsible for marking. | Raising awareness of diversity within Force. |
| Requesting calendar dates from various teams ahead of the following year. | Producing a calendar for the start of each year. |
| Assist with the management of databases relating to Positive Action. | Better maintenance of records. |
| 4. MAIN CONTACTS | |
| 1. | Positive Action Team |
| 2. | Internal Communications |
| 3. | Citizens in Policing Team – Police Support Volunteer Coordinator |
| 5. KNOWLEDGE & SKILLS | |
| <p>ESSENTIAL:</p> <p>Good standard of English, spelling, grammar.</p> <p>Good level of computer literacy.</p> <p>Must be able to take direction and work well with minimal supervision.</p> <p>Excellent communication and interpersonal skills.</p> | <p>DESIRABLE:</p> <p>Good understanding of diversity.</p> <p>Flexibility to travel across Dorset.</p> <p>Full UK Driving Licence.</p> |

6. ADDITIONAL INFORMATION

There is a request, in line with volunteer policy, that four hours volunteering is completed each month. There is no requirement to volunteer on a specific day of the week.

This role is to allow the Police Support Volunteer the ability to assist at events around the Force.

Mandated training is required for this role.

7. TERMS OF APPOINTMENT

In accordance with the current Dorset Police Volunteers Policy