



**DORSET
POLICE**

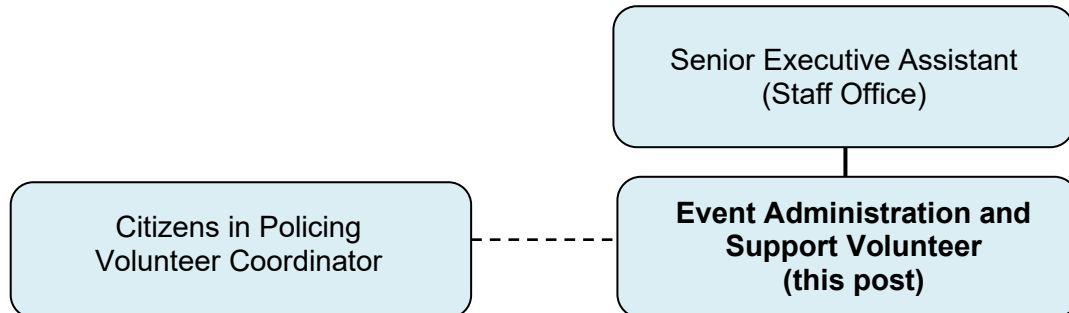
VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

Role Title:	Staff Office Event Administration and Support Volunteer
Post Number:	DP6227
Division/Department/Section:	Executive Support Team
Line Manager:	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



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
4. MAIN CONTACTS	
1.	Senior Executive Assistant
2.	Citizen in Policing Team
3.	Administration and Business Support colleagues
5. SPECIAL CONDITIONS	
Volunteers for this role need to be pool car authorised before driving Force vehicles in relation to this role.	
6. KNOWLEDGE & SKILLS	
ESSENTIAL: Excellent communication and interpersonal skills Full UK driving licence Ability to work as part of a busy team	DESIRABLE: Additional language(s) including British Sign Language (BSL)
7. ADDITIONAL INFORMATION	
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.	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers Policy.	