



**DORSET  
POLICE**

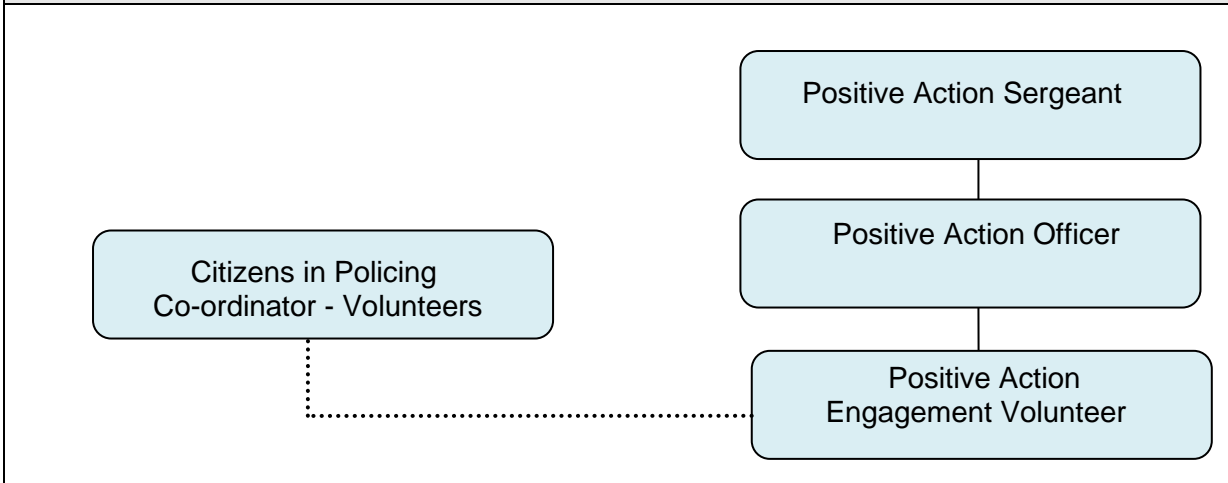
**VOLUNTEER SUPPORT  
SCHEME  
ROLE DESCRIPTION**

<b>Role Title:</b>	Positive Action Engagement Volunteer
<b>Post Number:</b>	<b>DP5711</b>
<b>Division/Department/Section:</b>	Positive Action
<b>Line Manager: (Job Title &amp; Post Number)</b>	Positive Action Officer

**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**



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

**3. MAIN RESPONSIBILITIES**

<b>INPUT</b>	<b>OUTPUT</b>
To attend recruitment events hosted by the Force and various public events (i.e., festivals, places of worship, career fairs, school meetings etc.) Assist with organising events/meetings and support delivery (helping to set up event, handing out leaflets)	To provide support to the Positive Action Team in the hosting and organisation of events
Photocopying of and preparation of any material for engagement events	Maintain sufficient stock level

Assist in updating the monthly/quarterly PA 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
<b>4. MAIN CONTACTS</b>	
1.	Positive Action Team
2.	Internal Communications
3.	Citizens in Policing Team – Coordinator Volunteers
<b>5. SPECIAL CONDITIONS</b>	
<b>6. KNOWLEDGE &amp; SKILLS</b>	
<p><b>ESSENTIAL:</b></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><b>DESIRABLE:</b></p> <p>Good understanding of diversity</p> <p>Flexibility to travel across Dorset</p>
<b>6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.</b>	
<p>There is a request, in line with volunteer policy, that four hours volunteering is completed each month. This role is to allow Police Support Volunteer the ability to assist at events around the Force. No requirement to volunteer on a specific day of the week.</p>	

**7. AGE LIMIT**

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 and Safe Bus volunteer.

No under 18-year olds to type work which may cause trauma and upset.

**8. TERMS OF APPOINTMENT**

In accordance with the current Dorset Police Volunteers Policy