

VOLUNTEER ROLE DESCRIPTION

**Recruitment PANEL SUPPORT VOLUNTEER**

**Role Description:**

*Role Purpose*: To provide support and assistance to the Recruitment Team during recruitment panels.

*Location:* OCC, Wymondham

*Frequency of Role:* As mutually agreed

*Responsible to:* Recruitment Manager

**Key Activity Areas:**

A volunteer assisting the Recruitment Team could offer help and support in a number of ways. For example by:

1. Assisting and observing the Recruitment Panel at interviews for Police Constables.
2. Working as part of a team and with minimum supervision.
3. Adhering to and promoting the Force policy & standards on Race & Diversity, Health & Safety and Customer Focus.

We especially welcome applicants from the BAME community

**THIS ROLE IS NOT TAKING THE PLACE OF A POLICE OFFICER OR A MEMBER OF POLICE STAFF. IF A VOLUNTEER IS NOT AVAILABLE THE ARRANGED INTERVIEW WILL CONTINUE.**

**Police Systems Authorised Levels & Access**

1. Office Infrastructure

**Training Requirements:**

1. Police Support Volunteer Induction
2. Office Infrastructure
3. Recruitment systems and procedures

**Vetting Levels Required for the Role:**

Non-Police Personnel Vetting Level 2 Full

**Health & Safety and Risk Assessment Information.**

***Volunteer:*** *Please read the section below to assess your suitability for the role.*

***Line Manager:*** *If any potential duties are not covered by these categories please contact the Volunteer Co-ordination Team.*

**Please note that volunteering for the Norfolk Constabulary may expose you to**

**information of a sensitive/explicit nature.**

**Due to the sensitive nature of the role, unfortunately, it will**

**not be open to people under 18 years of age.**

the following marked elements are indicative of the role:

**Environment** **Hours of Work** **Duties** **Physical Activity** **Equipment Requirements**

☑ Indoors ☑ Office Hours ☑Using computer ☑ Walking ☑ ID

◻ Outside ◻ Shift ☑ Administration ◻ Running ◻ Safety Wear

☑ Private Area ◻ Restricted Shift ☑ Attending Meetings ☑ Sitting ◻ Storage

☑ Public Area ◻ Night time working ◻ Leaflet delivery ☑ Standing ◻ IT (i.e. headset)

◻ Operational ◻ Other (please detail below) ◻ Driving ◻ Lifting ◻ Uniform

◻ Classroom ………………………….. ◻ Mediation ◻ Driving ◻ Courier Equipment

◻ Off site ◻ Role Acting ◻ Climbing ◻ Other (please detail below)

☑ On site **Physical Demands** ◻ Home Visits ◻ Other (please detail below) …………………………..

◻ Other (please detail below) ◻ Other (please detail below) …………………………..

………………………….. ☑ Low (i.e. sitting) …………………………..

☑ Moderate (i.e. walking)

◻ High (i.e. heavy Lifting)

◻ Other (please detail below)

◻ ….

**Recruitment Criteria to be Identified at Application/Interview:**

* Basic numeracy & literacy skills E
* Experience of using a computer and Microsoft Office E
* Ability to work as part of a team and with minimum supervision E
* Attention to detail E
* Good communication skills E
* Ability to problem solve E
* Experience of Police Officer recruitment D

**E= Essential for the role D= Desirable for the role**

**Volunteer applicants will be expected to attend an informal interview where their previous experience / skills and expectation of the role will be discussed.**

**At interview all candidates will be expected to demonstrate a respect for diversity.**

Produced by: Sue GOODE Date: 22/04/20

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Approved by: Pauline McINTOSH Date: 10/08/20

Approved by: Vetting Unit Date: 22/04/20

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