

Volunteer Generic Administration Assistant



The main purpose of this role is to perform a range of general administrative roles to support other colleagues in the organisation.

Some of the tasks we would like your help with

- Assist police staff and police officers with the use, maintenance and updating of a variety of manual and computerised record-keeping systems.
- Ordering of stationery and small office equipment.
- Carrying out photocopying, laminating and any other associated tasks.
- Contacting and updating victims and witnesses of crime, as directed.
- Helping answer some internal enquiries from colleagues and from outside agencies, organisations and members of the public.

What skills you need:

You should have basic IT skills, but you will receive training on our specialist systems. It would be really useful if you had previous office experience, but this is not essential.

What training and support you receive

You will take part in an induction to help you understand your role and how the force works, along with training on how to use our specialist databases and IT systems.

There is an Extended Police Family Support Co-ordinator on each of our six geographical Operational Command Units. Part of their role is to recruit and support volunteers, so they will be able to assist you with any problems or questions you have throughout your time as a Police Support Volunteer with Hampshire Constabulary.

How much time?

As much or as little as you can spare! Some volunteers give a few hours a month, some a day a week and some give much more than that. It's up to you and we will discuss this with you as part of your application.

Interested?

Visit www.hampshire.police.uk/Internet/jobs to read more about volunteering and to apply.