

Volunteer Training Assistant



The main purpose of this role is to provide administrative assistance to the training team at Southwick Park, who are responsible for inductions and other training for police support volunteers.

Some of the tasks we would like your help with

- Accessing appropriate systems to put together material for volunteer training induction sessions as required.
- Undertaking clerical and administrative tasks such as filing, photocopying, dealing with telephone enquiries, updating records and filing systems relating to volunteer induction courses.
- Liaising with volunteers to co-ordinate attendance on courses.
- Using IT applications such as Microsoft Excel and Microsoft Word to ensure all correct training is provided to volunteers as per requirements for each individual.
- Ensuring appropriate access arrangements are made to allow entry to Southwick Park for induction participants.
- Assisting in the delivery of classroom-based education to volunteers as deemed appropriate by the training team.

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 training experience or a training qualification.

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.