

# Volunteer Safer Neighbourhoods Team Assistant



**The main purpose of this role is to provide administrative assistance to your Safer Neighbourhoods team of officers and staff, to enable them to spend more time out in your neighbourhoods, working on the issues that matter to communities, and less time in the office.**

## **Some of the tasks we would like your help with**

- Accessing the Record Management System (RMS) and completing research which includes identifying specific community issues.
- Supporting performance analysis by using the Business Objects statistical software tool.
- Undertaking clerical and administrative tasks such as filing, photocopying, dealing with telephone enquiries, updating records and filing systems and maintaining diaries.
- Liaising with outside organisations, eg. councillors, council and housing associations.
- Using IT applications such as Microsoft Excel and Microsoft Word to write letters and reports such as Vulnerable Vehicle letters and Juvenile Nuisance letters.
- Reviewing data and presenting it in an appropriate format.
- Updating photo lists.

## **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](http://www.hampshire.police.uk/Internet/jobs) to read more about volunteering and to apply.