

Volunteer Property Office Administration Assistant



The main purpose of this role is to provide assistance to the Property Department, to enable them to provide a better service to your community and the officers and staff who work in the area.

Some of the tasks we would like your help with

- Liaising with colleagues to identify property that is ready to be disposed of.
- Identifying members of the public who require an update on the status of their property.
- Assisting with booking found and seized property in to the system and placing it into store. (These items can be large, heavy, bulky etc)
- To use IT applications such as Microsoft Excel and Microsoft Word to write and send Tort letters (regarding the disposal of property) to members of the public who require them.
- To help identify items which require analysis and send these onto the appropriate laboratory.
- To undertake clerical and administrative tasks such as filing, photocopying, dealing with telephone enquiries, updating records and filing systems.
- To ensure that information is inputted accurately onto an appropriate computer system and presented in an appropriate format.

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, especially with mail-merge, 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.