

Volunteer Presentation Skills Assistant



The main purpose of this role is to provide assistance to the Police Community Support Officers who have to give presentations, with collating and preparing the presentations, and providing guidance on how to deliver these presentations.

Some of the tasks we would like your help with

- Putting together material for delivery in schools, on a range of issues, appropriate to the age of the audience.
- Creating handouts to accompany the power-point presentations.
- Producing guidance notes to be used to assist in the delivery of the presentation.
- To undertake clerical and administrative tasks to ensure that all material is appropriately vetted.
- Deliver material at PCSO group meetings and advise on appropriate use of material in the community.
- To review and maintain material to ensure accuracy and validity of information on a regular basis (all material must have an annual review date).
- Attend group meetings with other volunteers from the area to ensure good communication between and effective use of volunteers.
- To assist in the delivery of appropriate material to raise community awareness in any manner as required.

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.