

Volunteer Crime Prevention Administration Assistant



The main purpose of this role is to provide administrative assistance to the Crime Prevention Officer and the Crime Prevention Design Advisor, 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

- Updating and maintaining the filing system and keeping the computer database up to date.
- Sending out letters of confirmation to 'Secure by Design' enquiries.
- Helping with crime prevention campaigns, including road shows and giving out leaflets
- Carrying out internet research on current crime prevention techniques.
- Assisting with producing letters and envelopes for mail-shots.
- Keeping in touch with customers to organise repeat orders of DVDs and materials.
- Answering telephone enquiries, taking messages and undertaking general administrative tasks as required.
- Making appointments with victims of crime on behalf of Crime Prevention Officer and Crime Prevention Design Advisor.

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.