

Volunteer Recruitment Assistant



The main purpose of this role is to support the recruitment team with the recruitment of volunteers and promote the work of the constabulary to potential candidates.

Some of the tasks we would like your help with

- Carrying out a range of clerical services including; preparing and sending out recruitment packs to potential volunteers and contacting and updating applicants during the recruitment process by telephone, email and face-to-face.
- Helping to maintain and update records relating to volunteers and applicants.
- Helping at external events, such as careers fairs, to promote the force and attract applicants.

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.