

Volunteer Neighbourhood Watch Admin Assistant



The main purpose of this role is to provide administrative assistance to the Neighbourhood Watch Co-Ordinator.

Some of the tasks we would like your help with

- Assisting with the force database for Neighbourhood Watch
- Administrative tasks such as filing, photocopying, dealing with telephone enquiries, updating records and filing systems and maintaining diaries.
- Liaising with Neighbourhood Watch co-ordinators
- Helping with preparation for county and regional meetings.
- Researching Home Office and crime prevention information.
- Ordering crime prevention literature.

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.