

Volunteer Volume Crime Administration Assistant



The main purpose of this role is to provide administrative assistance to a local Volume Crime Resolution Unit, working to provide excellent service to victims of incidents such as burglary and vehicle crime.

Some of the tasks we would like your help with

- Accessing the Record Management System (RMS) and establishing that officers are complying with the Victims' Code, for example by offering to refer to Victim Support and keeping the victim updated.
- Contacting victims to ensure that the information on the Record Management System is accurate and ensuring they were given the appropriate support and information.
- To review data and present it in an appropriate format.
- To identify trends in data and present this information to line manager in 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, 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.