

ROLE PROFILE Part1	Role Title	CITIZENS IN POLICING CO-ORDINATOR			Dept /LPA	LPDU
			VETTING LEVEL			
Grade/Rank	Scale 6					
Responsible To	Citizens in Policing Supervisor					
Staff Line Managed	None					
Reviewed by (Manager)	Belinda Kinsley				Date	19.06.2019
Purpose of Job	To act as a co-ordinator and to provide support to the Local Policing Delivery Unit (LPDU) team.					
Key Accountabilities	1. To assist the Special Constables Management Team with appropriate administrative support and to attend SC District meetings as required. 2. To assist with and co-ordinate unsatisfactory performance process meetings in conjunction with the Special Constabulary Management team and local commanders as required. To monitor Special Constables through the non-independent stage of their training and support where appropriate. 3. To assist in the recruitment of Police Support Volunteers and IAG members to subsequently manage the interview process and induction of new volunteers and IAG members within their roles. 4. To provide regular contact and support to Police Support Volunteers throughout their time with the organisation, additionally managing reward and recognition and references where appropriate. 5. To maintain appropriate support for Community Speed watch in terms of administration and relationships. 6. To provide support and guidance for Police Community Support Officers in their initial training phases as required. 7. To assist with the assessment process of PCSOs and Special Constables where allocated to them by the Learning and Development Team and to attend standardisation meetings where appropriate due to demand to assist. 8. To provide support as required to other areas of business relating to the LPDU Team 9. To assist the Community Safety Accreditation SPOC with the development of schemes at a district level. 10. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. To be flexible with duties accommodating weekend and evening commitments as required. Requirement to become a qualified assessor. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.					
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 Transparency					
CVF Recruitment Competencies						

Education/ Qualifications	Essential: Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: Assessment qualification or relevant hands on experience of assessment/verification
Experience and Skills	Essential: Experience of work in a clerical or administrative capacity in a busy office environment. Desirable – To have had experience of workplace assessment and/or evaluation process.
Approved by HR	Jayne Beddall Senior HR Adviser Date 05/08/2016