

VOLUNTEER NEIGHBOURHOOD POLICING TEAM ADMINISTRATION ASSISTANT				Dept /LPA		
		VETTING LEVEL				
Grade/Rank	Volunteer					
Responsible To	Neighbourhood Policing Team Sergeant					
Staff Line Managed	None					
Reviewed by (Manager)	Inspector Julie Rawson			Date	3rd March 2021	
Purpose of Job	To provide administrative support to the Neighbourhood Policing Team					
Key Accountabilities	To access the Record Management System (RMS) and complete research which includes identifying specific community issues. 2. To support performance analysis by using the Business Object Tool. 3. To undertake clerical and administrative tasks such as filing, photocopying, dealing with telephone enquiries, updating records and filing systems and maintaining diaries. 4. To telephone victims of crime to update them with regard to the correct RMS number for their crime, Officer in the Case contact details and to ask them if they have any more information that they believe might be useful. 5. To update RMS with a working sheet to appraise of results of call. 6. Liaise with outside organisations, e.g. councillors, council and housing associations. 7. To use IT applications such as Microsoft Excel and Microsoft Word to write letters and reports such as ASB warning letters and Young Person letters. 9. To review and update social media platforms, such as Facebook, Twitter and Hampshire & IOW alerts. 10. To coordinate with the local communities and NPT calendars to arrange local events 11. To attend events with a member of the NPT providing information and support to the community. 12. To coordinate the volunteer Team at adhoc events, including sending requests for attendance and providing relevant information. 13. To review data and present it in an appropriate format. 14. To update photo lists. 15. 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.					
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.					
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We are collaborative Level 1 Integrity					

**CVF
Recruitment
Competencies**

[Public Service](#)

**Education/
Qualifications**

Essential: n/s

Desirable: n/s

**Experience
and Skills**

Essential: You should be experienced and confident in using IT.

Desirable: n/s