



## POLICE SCOTLAND YOUTH VOLUNTEERS

### Candidate Specification

<b>Role:</b>	<b>Police Scotland Adult Volunteer</b>
<b>Responsible to/supervisor:</b>	Local PSYV Co-ordinator / National Programme Manager
<b>Commitment required:</b>	3-6 hours fortnightly moving to weekly after 12 weeks.
<b>Purpose of role:</b>	To Support Police Scotland Youth Volunteer Programme

### Task(s) to be performed

#### Candidate Requirements

- Must be aged over 16yrs
- Must achieve any vetting levels, where appropriate, set by the Programme board
- Must agree to be PVG checked
- Must agree to wear recognised programme clothing when required to do so
- Must agree to attend a minimum number of training events/hrs, as set by Programme Board
- Must abide by adopted Policy and Procedures
- Must assist and take instruction from the Local co-ordinator or National programme manager, where required to do so

#### Divisions

- Applications must be approved by the National PSYV Programme Manager before being deployed
- Each volunteer must have undertaken a personal interview (conducted by the local co-ordinator) before details are forwarded to National PSYV Programme Manager for approval/deployment
- All adult volunteers must be appropriately PVG checked
- All adult volunteers must attend a minimum number of training events/hrs, as set by Programme Board
- Adult volunteers should not be asked to undertake any task that should be carried out by a paid member of staff as part of their responsibilities

#### Tasks

- To provide assistance and administrative support to the local co-ordinator in relation to the programme as required, utilising computer systems and telephone where necessary.
- To assist in the organisation, arrangement and management of the course which may include book-keeping, logistics and ensuring adequate resources are in place.
- To support the youth volunteers at any community events / community projects helping to ensure adequate supervision levels.
- To assist in the production and delivery of engagement opportunities and broaden youth volunteers knowledge of policing and volunteering in the community.
- To promote and comply with Police Scotland's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.
- To be responsible for ensuring tasks contribute towards the PSYV aims and objectives along with the corporate objectives of Police Scotland



**Skills required**

<b>Essential</b>	<b>Desirable</b>	<b>To be identified by:</b>
	Experience of providing administrative support at meetings	Application Form /Interview
Experience of communicating across a wide spectrum of people.	Experience of using Microsoft Software Applications including MS office (Word, Excel, PowerPoint and Access)	Application Form /Interview
	Knowledge of community / policing issues	Application Form /Interview
	Experience of dealing with members of the public and working in partnership with other departments and agencies.	Application form/Interview
Knowledge of Health and Safety, Equal Opportunities, Diversity and Data Protection legislation/issues		Application form/Interview
Respect for race and diversity. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.		Interview

<b>Signed &amp; Approved (National Programme Manager):</b>	Date: