

NOTTINGHAMSHIRE POLICE

JOB DESCRIPTION

Job title:	Volunteer Manager
Department; Location:	Nottinghamshire Office of the Police and Crime Commissioner
Responsible to:	Chief Finance Officer
Responsible for:	Supervision and Support of Volunteers
Date:	4 th October 2012

JOB PURPOSE

Development, implementation and co-ordination of volunteer strategy for the Office of the Police and Crime Commissioner, including the day to day management for the Independent Custody Visiting and Animal Welfare Schemes. To act as a single point of contact for volunteers working for the Office of the Police and Crime Commissioner.

PRINCIPAL ACCOUNTABILITIES

1.	Day to day management of the recruitment, supervision, team meetings, training and development of volunteers.
2.	Ensure that all aspects of the Volunteer Scheme and Statutory Custody Visiting Scheme complies with legal requirements and meets the standards for the National Volunteer Scheme. Develop and keep under review all policies and procedures.
3.	Produce a volunteer handbook, policy and procedures to ensure that the scheme provides an efficient and effective service.
4.	Produce quarterly performance reports to monitor the success of the Volunteer Scheme and take action to address under performance.
5.	Produce an annual public report on the successes and overall performance of the scheme.
6.	To deliver training and advice to volunteers custody managers and other officers to ensure the smooth running of the services.
7.	Collate, record incidents, events and observations from volunteer visit reports and to ensure the Force take appropriate action.
8.	To act as the first point of contact for Custody Managers in the event of an arrest under the Terrorism Act to arrange a high level custody visit.
9.	To negotiate and influence Senior Officers of Nottinghamshire Police make sure that any actions and recommendations arising from any external inspections and reviews relating to volunteering and custody visiting are fully implemented.

10.	To produce regular performance management reports to the Chief Executive/Chief Financial Officer and Police and Crime Commissioner on the effectiveness of the Custody and Animal Welfare Custody Visiting Scheme.
11.	Assist with monitoring the finance, expenditure and processing of expenses for volunteers.
12.	Represent the Office of Police and Crime Commissioner of regional and national meetings.
13.	To work in partnership across the region to deliver an efficient and effective service.
14.	To work flexibly outside of normal office hours, including evenings, weekends, bank holidays and being on call to meet the requirements of the position and wider requirements of the Office of the Nottinghamshire Police and Crime Commissioner.
Community Engagement	
15.	To assist with organising, transporting publicity material and attending community engagement events and other activities to obtain the public and victims views of policing, community safety and criminal justice.

DIMENSIONS

Financial: No financial responsibility

Staff: N/A

Sphere of Activity: To supervise and act as a single point of contact for volunteers working for the Office of the Police and Crime Commissioner.

Other: N/A