

Personal Specification

Knowledge and Experience		
1.	Substantial experience of working with volunteers in either a policing, criminal justice or community safety environment.	A, I
2.	Must have an in depth technical understanding of legislation and regulations relating to police custody, animal welfare environments and health and safety.	A, I
3.	Must be able to demonstrate an understanding and commitment to continuous personal development.	A
4.	Proven experience of budget development, monitoring and administration.	
Skills and Abilities		
4.	Have the ability to communicate at all levels verbally and in writing.	A, I
5.	Must be diplomatic and tactful and able to maintain strict confidentiality in a political and legal sensitive environment.	A, I
6.	Must have the confidence and ability to challenge and influence senior officers and managers to achieve positive outcomes for detainees and volunteers.	A, I
7.	Must be able to use planning and organisational skills to work independently in a dynamic environment, managing workloads effectively with minimal supervision.	A
8.	An ability to work flexibly and effectively as part of a team.	A, I
9.	Must demonstrate a personal commitment to Equal Opportunities, managing diversity and customer Services.	A, I
Other		
10.	Must be able to work flexibly outside of normal office hours, weekends, bank holidays and be on call to meet the needs of the Custody Visiting and Animal Welfare Scheme and Community Engagement Events.	A, I
11.	Must be willing to travel to various locations as and when required in connection with the requirements of the job.	A, I
Education/Qualifications		
12.	NVQ level 4 in a relevant field or relevant related qualification and at least 3 years experience.	
Skills and Abilities		
13.	Must be able to translate legislation, regulation and government guidance into local polic-y and procedures.	

14.	Ability to make accurate and independent judgment in relation to dealing with concerns relating to custody and animal welfare.	
15.	Must have a recognised trainer certificate or be willing to work towards one.	
16.	Must have excellent computer literacy, with a proven knowledge of work processing software and database systems.	