



Organisation	Greater Manchester Police
Role Title:	GMP Volunteer Police Cadet (VPC) Scheme - Assistant Team Leader
Location:	Divisionally Based within Scheme
Responsible to:	VPC Development Officer / VPC Team Leader
Aim of Role:	To provide voluntary leadership to a VPC scheme
Activities/Tasks:	<ul style="list-style-type: none"> • Support the VPC Team Leader to: <ul style="list-style-type: none"> - deliver the corporate VPC training programme. - undertake the administration of relevant Safeguarding and risk assessments for VPCs and monitor compliance against guidelines - help with teams of Cadets and volunteers at social action events in the community - organise and participate in fundraising activities - ensure Duke of Edinburgh expeditions are organised including completion of administration - undertake the management and tasking of VPCs to deliver local policing / community objectives
Role Specific Skills:	<ul style="list-style-type: none"> • Excellent communication skills, particularly verbal • Experience of delivering curriculum based training • Experience of youth-based work • IT Skills including Microsoft packages and internet • Experience of keeping manual and computerised records and inputting/retrieving information • Experience of team working / leading a team
Leadership Skills:	<ul style="list-style-type: none"> • Demonstrating Respect and Compassion <ul style="list-style-type: none"> – Treating all our people partners and communities with respect and compassion • Service Delivery <ul style="list-style-type: none"> – Delivering excellent policing services to the people of Greater Manchester
Other:	<ul style="list-style-type: none"> • The ability to volunteer flexibly including essential evening work and occasional weekends • The ability to support a dynamic and diverse team including volunteers, in the achievement of both local and corporate objectives • The ability to volunteer proactively upon your own initiative to represent the Greater Manchester Police Service effectively in a diverse and multi-agency setting. • Undertake an induction to help you understand your role and how the Force works, as well as receiving relevant training for the role which must include Safeguarding training

Police Support Volunteers will not replace officers or staff.
Involving a volunteer in the tasks outlined above will compliment and provide additional support for staff and policing, help enhance service delivery, and build closer links with the local community
February 2017 V2



	<ul style="list-style-type: none"> • To promote and comply with GMP’s policies on Equal Opportunities and Health & Safety both in service delivery and the treatment of others • To ensure the confidentiality of information, whether computer-based or otherwise, in compliance with legislation, especially Data Protection Act 1998, Force policies and other requirements • Must be 18 years of age or over
How you will benefit	<ul style="list-style-type: none"> • Experience of volunteering within a challenging Team environment • Experience of volunteering with a variety of groups and partner agencies/organisations • Opportunity to develop skills • A raised awareness and insight into the work of the Police • Being an active citizen within your community
How the organisation will benefit:	<ul style="list-style-type: none"> • By developing closer community links volunteers become advocates and help to improve public confidence • By bringing new ideas, knowledge and skills into the Force volunteers help to improve efficiency and service within the Force • By developing stronger relationships with young people, the Force creates a career pathway into the organisation
Preferred commitment:	<ul style="list-style-type: none"> • 4 hours per week, flexible including evening work and occasional weekends
Duration:	1 year (reviewable)
Interested?	<p>Please confirm your interest in applying for this role by emailing Jo Nunnerley at CS Local NW. Jo.nunnerley@cabinetoffice.gov.uk</p>