



## ROLE PROFILE

<b>Post Title:</b>	Lancashire Volunteer Partnership Supervisor	
<b>Grade:</b>	Sergeant / LC 7	<b>JE: 1623</b>
<b>Location:</b>	Lancashire Volunteer Partnership HQ / Various bases across Lancashire	
<b>Responsible to:</b>	Lancashire Volunteer Partnership Manager	
<b>Responsible for:</b>	Lancashire Volunteer Partnership Team including Volunteer Assistants, Cadet PCSO's, 'Our Lancashire' Officers along with LVP Volunteers, Special Constables, Cadets and Social Action Groups affiliated with 'Our Lancashire'.	

### Job Purpose:

To effectively support the Constabulary's commitment to the Lancashire Volunteer Partnership which includes 'Our Lancashire' and other associated brands. Working to support the development of Public Service Volunteering and Social Action groups that support strategic objectives and reduce vulnerability whilst increasing community resilience.

### Key Responsibilities:

**This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- Supporting the development of the Lancashire Constabulary Citizens in Policing Strategy and the wider remit of the Lancashire Volunteer Partnership and its associated brands such as Our Lancashire.
- Develop and expand the contribution volunteers can make to supporting public services in Lancashire.
- Coordinate and monitor activity to support LVP volunteers in achieving corporate objectives (these include Special Constables, Volunteer Police Cadets and Community Support Volunteers) and those groups supported by the Lancashire Volunteer Partnership under 'Our Lancashire' and other associated brands.
- Monitor and develop processes which allows the tasking of external voluntary sector groups to provide co-ordinated outreach support to reduce vulnerability and make communities safer

- To co-ordinate and support the work of the Lancashire Volunteer Partnership and associated programmes such as 'Our Lancashire' whilst developing a positive commitment to change and continuous improvement.
- To co-ordinate the development and promotion of volunteer opportunities within the Lancashire Volunteers Partnership and 'Our Lancashire', such as Public Service Volunteers, Special Constables, Volunteer Police and Fire Cadets, Community Support Volunteers, Social Action Groups etc. in order to add value to service delivery, including participating in or arranging multi-agency recruitment events.
- To represent Lancashire Volunteer Partnership and associated programmes such as 'Our Lancashire' at regional and national meetings
- To assist in bringing together all Public Service volunteers under one shared partnership governance structure and creating efficiencies by the more effective use of volunteers towards partnership goals.
- Show commitment to Valuing Difference and inclusion by ensuring that the service reflects local communities.
- To utilise appropriate ICT systems to ensure the efficient and effective use of volunteers
- To monitor and evaluate more complex management information and to produce reports as required.
- To use, monitor and audit communication which may be social media, messaging systems or cloud based ICT systems etc. to pass relevant and timely information to public service volunteers or those groups that the LVP support.
- To ensure that all LVP public service volunteers are deployed into safe areas of volunteering and are provide with relevant briefings around their safety and well-being.
- To support the development of a training plan for both volunteers and staff, including delivering training where appropriate.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

#### **Behaviours :**

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

**Resolute, compassionate and committed**

Behaviour	Level	To be Identified by
We are emotionally aware	Level 2	Interview
We take ownership	Level 2	Interview

**Inclusive, enabling and visionary leadership**

We are collaborative	Level 2	Interview
We deliver, support and inspire	Level 2	Interview

**Intelligent, creative and informed policing**

We analyse critically	Level 2	Interview
We are innovative and open minded	Level 2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

**Values :**

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

**Knowledge / Experience**

Essential	Desirable	To be identified by
Experience of the production, development and analysis of management information (graphs, tables, statistics) to support and inform management decisions		Application Form / Interview

Experience of assessing and identifying relevant information, making accurate decisions and taking appropriate action		Application Form / Interview
Experience of taking decisions through a corporate decision making process		Application Form / Interview
Experience in developing new initiatives, policies and procedures	Knowledge and / or experience of voluntary sector working practices	Application Form / Interview
Experience of dealing with members of the public and working in partnership with other departments and agencies	Experience of working within multi agency partnerships	Application Form/ Assessment/ Interview
Communication with a wide range of people both individually and in groups.		Application Form/Assessment/ Interview
Experience of project working	Prince 2 Project Management Qualification or similar	Application Form / Interview
Experience of working with wide range of client groups including young people, people with disabilities and older people.		Application Form / Interview
Experience of supervising, motivating and developing teams to achieve business objectives	Experience of tasking and deploying volunteers	Application Form / Interview
Experience of producing accurate written information and demonstrate a high level of attention to detail		Application Form / Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application Form / Interview
Demonstrate self-motivation and willingness to develop self within the role		Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
A flexible approach to working hours and practices.		Interview

The ability to travel on Constabulary business as required.		Interview
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Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

**Date last updated: October 2018**