**ROLE PROFILE:**

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| **Role Title:** | Volunteer Police Assistant Cadet Leader | **Leadership level:** |  |
| **Post reference:** |  | **Job family:** |  |
| **Grade:** |  | **Location:** |  |
| **Allowances:** |  | **Politically restricted post:** | Yes / No |
| **Area command / Department:** | Allocated Area Command | **Vetting level:** |  |
| **Reporting to:** | PDU Sergeant / Unit Cadet Leader | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | Volunteer Police Cadets |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| To support Northumbria Police in the delivery of an engaging Volunteer Police Cadet programme, assisting the Cadet Unit Leaders in the running of activities by providing additional adult supervision during sessions. Achieving Force objectives by assisting volunteering strategic, tactical, and operational leads in promoting and enhancing the relationships between the police and local communities.This is the perfect role for someone who enjoys working with young people and promoting youth engagement in our communities. You will be making a real difference in these young people’s lives, helping them develop their skills and confidence as they approach adulthood.Please note, this role will require a criminal record check and DBS check.  |
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| **1** | Supervise cadets in their day-to-day duties, prioritising and allocating work, dealing with issues and providing a high-quality service to the public. |
| **2** | Undertake Performance Development Reviews (reviewing performance / identifying goals and objectives / identifying training, development and welfare needs) in order to improve the quality of service and to contribute to the development of the Cadet. |
| **3** | Prepare and implement systems and procedures, contribute to the monitoring and evaluation of performance and quality. This includes undertaking regular audits and dip sampling to ensure a high quality of service is provided to support the Force in-line with national and local guidelines. |
| **4** | Undertake research, including developing and implementing improvements to working practices in order integrate cadets into the community. |
| **5** | Manage and assess the Cadet Duke of Edinburgh scheme progress, recognise community return and recognition, ensuring value for money. |
| **6** | Provide advice and guidance to Northumbria Police on VPC matters, attend seminars and conferences to ensure the Force is kept up to date with emerging trends and best practice. |
| **7** | Identify external funding opportunities and consider associated risks and investment in order to achieve value for money. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** PDU Sergeants, Unit Cadet Leaders,People Services, local resourcing leads, Finance, Communications and Engagement and People Development teams.**External**: Members of the public, volunteering bodies and other forces. |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience |  | Experience working with young people.  | Application/interview/CPD |
| Planning and organising | Excellent planning and organisational skills.  | Good administrative and ICT skills. | Application/interview/CPD |
| Problem solving and initiative | Initiative to deliver a high-quality service in innovative ways. |  | Application/interview/CPD |
| Management and teamwork |  | Experience in leading and developing others.Ability to build strong working relationships. | Application/interview/CPD |
| Communicating and influencing | Able to employ age-appropriate communication to a good standard.Ability to communicate information clearly and succinctly, both verbally and in writing.  | Drive and ability to motivate others. | Application/interview/CPD |
| Other skills and behaviours | Self-motivation, initiative and drive, and the ability to commit to volunteering.  | A strong focus on volunteering and/or customer service ethos. | Application/interview/CPD |

**Please note that all successful candidates will be subject to the Force’s vetting process.**