

JOB DESCRIPTION

Post:	Citizens in Policing – Attraction and Engagement Officer	
Grade:	Band D	Job Evaluation Ref: D1953
District/Department:	Joint Human Resources Department	
Sector/Section:	Citizens in Policing	
Location:	PHQ, Martlesham	
Reporting to:	Citizens in Policing Manager	

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To develop, attract and proactively promote the innovative recruitment of Citizens in Policing and to build and strengthen engagement of volunteers across the county of Suffolk and to develop the Employee Support Policing (ESP) programme to attract 'career specials' from local and national companies. The role holder will attend high level business meetings as a representative of Suffolk Police to negotiate Employer Support Policing and liaise and influence those business heads.

The role holder will give presentations to businesses, educational institutions and community partners to promote and recruit CiP.

The post holder will develop effective mechanism to produce reports to highlight the cost benefit and operational support to our organisation linking with duty sheet and other force systems.

2. Main activities of the role *(This list is not exhaustive)*

- Develop, facilitate and maintain innovative recruitment and engagement strategies for new methods of attraction including scanning for and developing best practices in line with National CiP strategy
- Organise, promote and facilitate Citizens in Policing recruitment events
- Assist with the continued development and promotion of Employee Supported Policing, sourcing new members and scoping best practice in line with National CiP strategy
- Provide advice and support in promoting and encouraging recruitment of Volunteers, Specials and Cadets across all areas of Suffolk Constabulary both internally and to externally
- Develop links with Suffolk's diverse communities to support innovative ways to encourage and promote volunteering within Suffolk Constabulary
- Attend external careers fairs, volunteering forums and networks to promote Citizens in Policing
- Be responsible for media/publicity of Citizens in Policing within Suffolk and link with the national CiP Communications Lead to work on increasing visibility of CiP within Suffolk at every opportunity
- Continue to develop strong links with local diverse community leaders, educational establishments and networks to promote volunteering opportunities within Citizens in Policing across our county
- Support applicants through the application process and support CiP recruitment in keeping applicants engaged

Validated: F.Hopper 14.06.21

- Any other duties that are commensurate with the role and grade as may be requested by management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) Although the core working hours are office hours Monday – Friday, some evening and weekend working will be requested. This mainly includes attendance at community meetings and events. This will be compensated in accordance with the Police Staff Council Handbook.

PERSON SPECIFICATION

Post: Citizens in Policing Attraction and Engagement Officer

District/Department: Joint Human Resources

Location: PHQ, Martlesham

Essential Criteria

1. Ability to engage and build positive working relationships at all levels with a wide range of diverse audiences, partners and stakeholders
2. Experience in or knowledge of developing innovative methods of attraction recruitment
3. Demonstrate strong presentation or public speaking skills, preferably within high level business environment
4. Ability to retain a clear, professional approach with members of the public and staff at all levels
5. Proven ability to work on own initiative, with a high degree of flexibility, integrity and motivation.
6. Demonstrate knowledge of local communities in particular under-represented and minority groups
7. Proven ability to be proactive and think strategically
8. Able to work outside of normal office hours in evenings and weekends as mutually agreed and to travel across Suffolk and further afield as required.

Desirable Criteria

1. Experience of working with volunteers
2. Knowledge of policing policies and strategies