



NOTTINGHAMSHIRE  
**POLICE**  
 PROUD TO SERVE

### Volunteer Role Description

<b>Role Title:</b> Administrative Support Volunteer
<b>Department/Location:</b> Various
<b>Responsible To:</b> Supervisor/Manager
<b>Key Tasks:</b> <ol style="list-style-type: none"> <li>1. To complete administrative tasks, i.e. filing, telephone enquiries.</li> <li>2. To update databases.</li> <li>3. Preparation of letters and emails to internal and external agencies.</li> <li>4. Be able to learn and use ESIBS to report attendance.</li> <li>5. To carry out any other tasks as reasonably required.</li> </ol>

Knowledge/Experience	
Essential	Desirable
Good communication skills.	
Attention to detail	
Good organisation skills.	
Computer skills – Excel and Word	
Ability to use photocopiers, fax machines, scanners.	

**Terms of Appointment:**

As per the Nottinghamshire Police Volunteers Policy.

You will make yourself available where possible to attend all training days.

**Name of Volunteer:**

**Location:**

**Attendance (hrs/frequency):**

**Volunteer Declaration:**

I have read the above and confirm that I consider myself fit and able to perform all/identified stipulated tasks.

I agree not to disclose any information without prior consulting with my Line Manager:

Volunteer signature: .....

**Line Manager Declaration:**

I agree that this volunteer placement will assist staff/officers and does not replace a paid position:

Line Manager signature .....