



Role Profile

V0014 Community Speedwatch (CSW) Data Processing Volunteer

Role Description

PLEASE NOTE: THIS IS A VOLUNTEER ROLE AND IS UNPAID

Community Speedwatch (CSW) enables members of the community to become police support volunteers and take action against speeding on the roads of concern within their local communities. Community Speedwatch is an educational scheme, not enforcement. It is considered as the first tier response to speeding issues

The purpose of this role is to provide administrative support to Community Speedwatch Schemes (CSW).

This is a long term volunteering commitment within your local community.

Main Responsibilities

Community Speedwatch plays a vital role in keeping our roads safe in this volunteering role you will:

- Record details on a computerised system
- Check police systems for information
- Create and issue letters to registered drivers
- Assist in the coordination of the Community Speedwatch Programme

Rank\Scale

Volunteer

Reports To

Nominated member of the Neighbourhood Policing Team with responsibility for addressing speeding issues

Supervisory Responsibility

None

Additional Information



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Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from underrepresented groups including those with reasonable adjustments.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable eligible volunteers covered by the provisions of the Equality Act to undertake the core duties and responsibilities of the volunteering opportunity.

Additional Responsibilities:

You may be requested to perform other duties which are not necessarily specified on the role profile.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all volunteers in line with the National Vetting Policy.

Experience and Qualifications

Essential

You will need a good knowledge of computer software applications e.g. Microsoft Word, Excel and Outlook and have an attention for detail.

Required Training

MLE online New Volunteer Programme, general introduction to performing a volunteer role in a police organisation
MLE/NCAIT training package, Government Information Security (GIS)

Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
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NOS

NOS Unit	Unit Name	Unit Description
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