



# WILTSHIRE POLICE

## VOLUNTEER ROLE Assistant Cadet Leader

TASK DESCRIPTION AND SPECIFICATION		
Title	<b>Assistant Cadet Leader</b>	
Line Manager	Wiltshire Police Citizens in Policing Supervisor / Cadet HQ Lead	
Location	Force Wide	
Suggested Hours	Cadet sessions are held during school term time, one evening per week for two hours. The role may require additional hours to attend meetings, prep for sessions or to attend evening or weekend events.	
Main Responsibilities of the Role	<p>Working with other members of the unit leadership team, Neighbourhood PC, PCSO's and Sgt with support from Cadet HQ:</p> <ul style="list-style-type: none"> <li>• Develop a training plan guiding the Cadets through their training and schedule visitor and speaker input from across the force.</li> <li>• To assist with weekly sessions and community engagement events as required.</li> <li>• To give regular and effective service</li> <li>• Carry out 1:1's with Cadets as required</li> <li>• Record keeping to include the collection of subs, paying into bank and keeping appropriate records.</li> <li>• Take weekly register utilising the Marshall Portal</li> <li>• Provide updates/statistics to Cadet HQ via email or Marshall</li> <li>• Ensure Safeguarding Policy is followed</li> <li>• Attend termly leadership meetings</li> <li>• Complete training provided by Cadet HQ or the National Volunteer Police Cadet Team as required</li> </ul>	
	<b>REQUIRED</b>	<b>DESIRABLE</b>
Experience/ knowledge	Experience in working with young persons Experience or knowledge regarding Safeguarding young people	
Skills	Ability to work and communicate with young people. Ability to work independently and as part of a team. Ability to identify risks. Good record keeping.	Experience of delivering structured lessons
Other	Active Organised Reliable	
Police vetting & checks	NPPV 2 DBRS <b>Please note references will be requested prior to interview for this post</b>	
Training Requirements	Volunteer Induction Use of Radio training Personnel safety Safeguarding Children Level 2 e-learning and Introduction to Safeguarding in the VPC interactive session (both mandatory requirements of the post) Any further courses as provided by Cadet HQ/ NVPC	



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### Role Description

This role is for those who wish to make a real difference to the life of young people within the county whilst getting satisfaction from seeing Cadets develop.

The Leadership team will be responsible for the direction, as set by Cadet HQ, of the Cadet Unit throughout the school academic year. The Cadet Unit is run and led by a Neighbourhood Police Officer (Cadet Unit Leader) or PCSO who are in attendance at the weekly meetings. Each Unit is overseen by a Neighbourhood Sergeant.

The Unit leader has responsibility to ensure the meetings go ahead and liaise with Cadet HQ over the delivery of Cadets and provide direction on the curriculum, tasking and guest speakers. The Unit leader will often lead the termly meetings but may delegate to the Core Leader and the Unit lead for safeguarding and will be responsible for making contact at the weekly sessions with those who have not attended.

An Assistant Cadet Leader is part of the main Leadership Team; each Cadet Unit has a variety of tasks allowing volunteers to select what commitment they are able to give.

The Assistant Cadet Leader will lead on the delivery of the set curriculum, consisting of subjects lesson plans, social action activities, research, self reflection sessions and continued professional development as they progress through the Cadet ranks. The delivery of subject matter is flexible and takes into account other commitments such as events, guest speakers, seasonal activities and current local issues.

### Benefits to Force

Wiltshire Police is committed to engaging with the young people of Wiltshire and Police Cadets is one element. It is hoped to have a Cadet Unit associated to each Neighbourhood Police Team across Wiltshire. As well as the Cadets personal development and the Cadet curriculum, the Cadets have been utilised in a variety of areas: Solstice, WOMAD, PRIDE, Emergency Services Show, Remembrance Parade(s), leaflets drops in the local area responding to an increase in burglaries, Halloween 'No trick or treaters' leaflet drops to name a few.

Currently Wiltshire Police have four Units across the force area and in the early stages of implementing more units.

This volunteer role will not be undertaken to cover for paid staff absences through sickness/ leave/redundant posts or in circumstances where a paid position would be more appropriate. This volunteer role is assessed to add value to, rather than replace, the work carried out by paid staff and officers and has not previously been undertaken by paid staff

Police Support Volunteers will not be involved in any operational policing duties and do not have any power or authority over members of the public.

The Chief Constable and the Police and Crime Commissioner are committed to the creation of safe and satisfied local communities by utilising the knowledge, skill and experience of volunteer workers; thereby enabling their police officer, special constable and police staff colleagues to: Reduce crime and anti-social behaviour, protect the most vulnerable in society, put victims and witnesses first, reduce offending and re-offending, drive up standards of customer service and ensure unfailing and timely response to calls for assistance.