

Draft

Job Description

Post:	Volunteer Police Cadet Liaison Manager
Area/Department	Community Safety
District	
Place of Work	TBA
Grade	SO2
Date Established	TBA
Post holder Reports to	Community Safety Manager

Duties and Responsibilities of Post Holder

1. Brief Description of job including Responsibilities and Purpose of Post.

To manage the Suffolk Constabulary Volunteer Police Cadet Scheme and to deliver the growth to the Scheme in line with the Constabulary's Cadet Scheme Growth Plan.

All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

2. Major Duties of Post Holder

- a) To promote the Aims, Objectives and Benefits of the Volunteer Police Cadet Scheme both within and outside of the Organisation.
- b) To provide support, guidance and direction to existing units and leaders.
- c) Encouraging take up from disaffected, disadvantaged and under representative youths
- d) Plan and oversee the start-up of new Volunteer Police Cadet Units in line with the Constabulary's growth plan.

- e) Manage Risk in respect of vulnerable Cadets
- f) Identify and recruit Volunteer Police Cadet Leaders to run and manage individual units.
- g) Design, Plan and Deliver initial and continuation Leader training to new and existing Volunteer Police Cadets Leaders.
- h) Identify and recruit young people into the Volunteer Police Cadet scheme.
- i) Manage multiple budgets.
- j) Identify and secure funding streams and sponsorship opportunities.
- k) Manage and arbitrate in disputes and complaint linked to Cadets activities.
- l) Represent Suffolk Constabulary on the national working party for roll out of the National Volunteer Police Cadet model.
- m) Any other duties commensurate with the role and grade as may reasonably be requested by line management.
- n) Approving Local Cadet Initiatives
- o) Managing Health & Safety and welfare issues in respect of Cadets and Leaders
- p) Charing quarterly Cadet leader Meetings

3. Special Conditions/Points to Note

- a) Post holder will be working with young people some of whom may be vulnerable.
- b) The post holder will have access to confidential and sensitive material.
- c) The post holder will be subject to security vetting.
- d) The nature of the role will necessitate that post holder working at a variety of locations across the County where this is required the appropriate allowances or transport will be provided.
- e) The post holder will be required to work outside of normal office hours.

- f) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A "No Smoking in the Workplace" policy applies.

