

Neighbourhood Watch Administration Volunteer

Provide assistance and support for Cheshire Neighbourhood Watch.

Rank/Grade

Volunteer

Line Manager

Engagement Office – Neighbourhood Watch SPOC

Scope

- Update Neighbourhood Watch information on both the Cheshire Alert and Neighbourhood Alert Systems.
- Promote Neighbourhood Watch across Cheshire
- Establish relationships with interested parties in order to encourage them to join the set up new schemes
- Provide support for Cheshire residents interested in starting new schemes
- Identify localities where there are gaps in the number of Neighbourhood Watch schemes
- Improve contact with Neighbourhood Watch Scheme members by helping to improve the quality of messages sent by PCSOs
- Complete administrative tasks associated with Neighbourhood Watch

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

Experience and Qualifications

Experience:

- Possess excellent communication and interpersonal skills
- Have experience of working with computer systems

- Ability to present information using appropriate methods

Training:

- Volunteer Induction Training
- Cheshire Police Alert
- MSA training via Neighbourhood Watch Network

Further Information:

The role will work with Police Community Support Officers and Police Officers, as well as members of the public to assist with developing new, and supporting existing, Neighbourhood Watch Schemes.

Personal Qualities [Show More >>](#)

Please note. Personal Qualities provide guidance in relation to the behaviours individuals should display. They will be used in Promotion/Recruitment/Selection/Appraisal processes.