

## Volunteer Role Profile

**Role Title:**

Safer Neighbourhood Panel Member

**Vetting Level:**

NPPV2

**Location:**

Throughout Staffordshire, members operate within their home or work location, Local Policing Team area.

**Days/Times of required availability:**

4 x 2 hour meetings per annum, held quarterly within the Local Policing Team area.

Additional interim meetings, training and scrutiny meetings required on an ad hoc basis.

**Summary of role:**

Within the role of a Safer Neighbourhood Panel Member tasks will include:

- Developing an understanding of the role and remit of the Panel and the aims and objectives of the tasks that it undertakes.
- Interpreting information and data from a range of sources.
- Showing knowledge of local issues through communication with community groups, analysing local crime and ASB data in order to examine and challenge performance of the Local Policing Team.
- Bringing to the attention of the Panel specific issues of local concern that may require review.
- Working effectively with all members of the community and building understanding and knowledge of the Safer Neighbourhood Panels and the role of the Staffordshire Commissioner.
- Understanding and application of meeting protocols and code of conduct.
- Participating in meetings including effective listening, questioning and speaking.
- Participating in small working groups to undertake scrutiny and reviews of key issues and the work of Staffordshire Police.
- Production of written reports on Core Scrutiny Topics to agreed format for publication to the SCO website.

**Requirements of role:**

- Must be at least 18 years of age and have access to transport for attendance of meetings and training.
- Must live (or work) in the Local Policing Team area and been a resident of the UK for at least two years.
- Able to demonstrate sufficient time and flexibility to carry out the role of a Safer Neighbourhood Panel member. Please note: Some training may be held at Police Headquarters in Stafford.
- To work with other Panel members as part of a team to meet the scrutiny programme.
- Demonstrate an independent and impartial view in the scrutiny and review process.
- Effective communicator both orally and in writing.
- Able to communicate effectively with people from a variety of backgrounds in line with equal opportunities.
- Basic administrative ability to ensure forms are completed clearly and concisely.
- Basic experience of report writing, guidance given to produce these in the agreed format.
- Basic computer experience able to utilise email effectively including systems and packages for data review.
- To maintain confidentiality.
- Non Police Personnel Level 2 Vetting.

**Next step:**



**STAFFORDSHIRE COMMISSIONER**

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Candidates interested in the above role should contact the Governance Business Support Officer, Michelle Ryan, to express their interest and gain an application form for the role.

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