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Role Profile
Type: 03 - Posts Graded Scale 5 or 6

Role Profiles: Citizens in Policing - ESP Coordinator

Published: Yes

Superintendent
Role: No

Is Parent Role: No

Parent Role: 1. Practitioner (Constable and police staff practitioners)

Description: The Employer Supported Policing (ESP) role will have responsibility for developing and delivering the Constabulary's ESP scheme, closely aligned to the associated ESP National Strategy.

The role will provide the post-holder with an opportunity to develop the brand and widen the concept of ESP in order to establish and grow our local partner-base.

This role Profile describes the main areas of responsibility associated with this post, together with the knowledge, skills and experience required of the post holder. In addition, it describes the key activities and behaviours that the Constabulary expects all employees at this grade to be able to perform and demonstrate. In performing this particular role, you may not be required to carry out or demonstrate all of the activities and behaviours described below, however you must be capable of doing so as the post-holder will be required from time to time to contribute to organisational objectives which may not be directly related to this role profile. The Constabulary operates a rigorous vetting policy and applicants and employees must be aware that personal security-vetting will be applied as part of the recruitment & selection process and ongoing employment with the Constabulary.

- Main Responsibilities:
- to be responsible for the development, implementation and sustainability of an Employer Supported Policing (ESP) Scheme and associated policies in line with national and regional guidance
 - develop and maintain long lasting business relationships with local employers and partners, promoting and encouraging the support of volunteering within the police service
 - maintain effective internal monitoring via the Duty Sheet system that documents participation in the scheme for individuals who are supported by their employers
 - produce reports on the ESP scheme as directed, identifying results to key stakeholders, ensuring organisational integrity and promoting legitimacy
 - to market the ESP scheme internally and externally, promoting the business benefits, those to the individual, the Constabulary and employers, working with key stakeholders to ensure volunteers are aware of the scheme, their entitlements and obligations to ensure full utilisation
 - to identify and facilitate recruitment events and publicity in liaison with various departments and external agencies, ensuring ESP is used effectively as an external marketing tool with the ambition of contributing to the growth of volunteering in the county
 - to represent the Constabulary at internal and external meetings and events, acting as subject matter expert and single point of contact
 - identify appropriate new partners for ESP, including researching and prioritising under-represented sectors. Prepare and deliver presentations, both virtually and at live events, to a range of audiences including potential ESP partners and their employees in order to grow our partner base
 - establish creative and innovative partnerships with key stakeholders
 - Work with current and future ESP partners to explore how the relationships can be expanded and developed to support policing with bespoke initiatives, in line with policing priorities. Produce quality impact and evaluation reports as required
 - attend the South West Regional ESP Coordinator meeting on behalf of the Constabulary
 - work with HR Policy Officer to review and amend the existing internal ESP policy for Police Staff who are Special Constables or Police Support Volunteers to ensure consistency
 - develop internal comms to ensure the wider force have a full understanding of ESP, to include; individuals, supervisors, managers, Duty Planning, Force Control Room and review of DutySheet access to ensure accurate data capture. Deliver training as required to promote consistency
 - undertake planning and hosting of ESP events to raise awareness, drive ESP strategy and to formally recognise the contribution of ESP partners. Develop opportunities for media engagement around recognition
 - write/produce material to promote scheme, disseminating via local and social media
- Rank/Scale: Scale 6
- Reports To: Citizens in Policing Sergeant

Additional Information:	<p>Vetting Level: Constabulary personnel will be vetted to the minimum Recruitment Vetting (RV). A higher level of security-vetting may be required for certain roles or grades and suitable clearance will be required before appointment or deployment</p> <p>Mobility: the Constabulary reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate</p> <p>Working Pattern: standard core working hours will average 37 per week, or will be pro rata. This will be worked subject to the needs of the service, will involve night, weekend and bank holiday working on occasions</p> <p>Standards of Professional Behaviour: it is mandatory for all members of Police Staff to comply with these standards</p> <p>Training and development: undertake the required training and development to maintain working knowledge.</p>
Experience and Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> - 4 GCSEs (including Maths and English) or equivalent - computer literate, proficient in the use of the Microsoft Office suite - possess a full and current driving licence, or be able to travel locally, regionally and nationally using alternative transport - experience of working directly with personnel at all levels of an organisation - ability to problem solve - experience of negotiating and influencing others - experience of partnership working and building relationships with external stakeholders - excellent interpersonal skills, including good verbal and written communication, presentation skills and the ability to lead and facilitate meetings, workshops and events with a range of stakeholders - ability to work within time and budget constraints individually and as part of a team <p>DESIRABLE</p> <ul style="list-style-type: none"> - experience of developing strategic level policies and projects to implement change - a working knowledge of volunteers and recruitment processes ??
Notes:	<p>Important working relationships:</p> <p>The role will involve a significant amount of partnership and collaboration work. The post- holder will have daily contact with representatives from external organisations, as well as with senior figures from potential ESP partners. The post- holder will also build strong working relationships with the following police stakeholders:</p> <ul style="list-style-type: none"> • National CiP Change Manager • Regional ESP/ CiP Coordinators • Local Policing Supervisors • Communications and Engagement • Office of the Police and Crime Commissioner (OPCC)

Policing Professional Framework