



STAFFORDSHIRE
POLICE

Remote Evidence Facilitator

Location

Burton Police Station and Bucknall Police Post

Days/Times of required availability

On an ad hoc basis as and when required a degree of flexibility is essential as trials can be moved at the last minute or run for longer than expected.

Summary of the role

The volunteer role is to facilitate vulnerable victims & witnesses giving evidence at the Force remote live link site. This will include the setting up of the equipment and 'meet & greet' when the witness arrives at the live link location. They will:

- be responsible for the practical management of the remote live link site at Burton police station on the day of trial, to allow vulnerable victims and witnesses to give evidence away from a Court building.
- ensure the room is set up ready for use, they comply with current government and force guidelines such as accommodating any social distancing requirements and that they carry out any necessary sanitisation of equipment.
- meet the victims /witnesses when they arrive and ensure that they stay with them whilst they are on police premises, with the exception being whilst they are in the live link room giving evidence. In this instance, they would wait nearby.
- furnish the witness with their original witness statement to ensure the witness is able to refresh their memory.
- work alongside volunteers from Citizens Advice Witness Service and any other third sector organization who would offer the emotional support to Victims and Witnesses.
- once the victim/witness has given their evidence, the post holder will be responsible for seeing them out of the building, switching off the equipment and shredding the witness statement. The post holder will ring the Victim Justice Unit to confirm the victim/witness has finished giving their evidence and left.

Requirements of the role

- Successful DBS checks and requirement for registering for the 'update service'
- Successful level 2 Force vetting process

- Experience of dealing directly with members of the public and providing a high level of customer service
- Able to communicate effectively with a wide range of people.
- Ability to work without direct supervision and demonstrate a high level of self-management, motivation, drive and determination.
- IT Skills including familiarity with Microsoft Outlook

Next step

If you are interested in this role, please ask for an application form by either emailing Alison Holmes (Madeline.Ross@staffordshire.police.uk) or contacting the Volunteers Team via email: volunteers@staffordshire.pnn.police.uk