



# Staffordshire Police - Role Profile

## VOLUNTEER CADET LEADER

|                        |                              |
|------------------------|------------------------------|
| <b>Grade/Rank:</b>     | N/A                          |
| <b>Directorate:</b>    | County Command               |
| <b>Reports to:</b>     | Cadet Volunteers Coordinator |
| <b>Direct Reports:</b> | Cadets                       |

### Role Purpose

The role of a cadet leader supports officers, PCSO's, Special Constables, police staff and other leaders with the running of local Cadet Units and Community events. The Units run term time on a weekly basis with some of the events running through the holidays.

The Cadet Leader will need to be an Integral Part of a team who has responsibility over the Cadet Unit during their time within the organisation. Ensuring the development, wellbeing and safety of the cadets is at the forefront of each session, event or meeting.

The Cadet leader will integrate the Cadets into the unit ensuring that their best qualities are realised and they are fully supported to reach their maximum potential.

### Key Tasks and Responsibilities:

- Cadet leaders will need to understand and practice Safeguarding procedures and have a willingness to under training internally within Staffordshire Police, some of which will be mandatory requirements.
- Cadet leaders will undertake the successful planning and day to day running of the unit, along with organising and establishing contacts for events. This will be achieved through team unit, area meetings and communication with the cadet volunteer's coordinator.
- Cadet Leaders will intellectually and emotionally support our young people during classroom-based learning and out at events to ensure that the learning needs are met and the cadets have the opportunity to have a voice and be treated fairly.
- Cadet Leaders will actively encourage young people to have the confidence to engage with their local communities and get involved in local events in the surrounding areas.
- Cadet Leaders will need to make sure that attendance, booking of events and management of cadet details are kept updated on the Dutysheet Portal.



And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

The safe running of the Cadet unit within the Safer Standards Framework.

## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

### Resolute, compassionate and committed

|                          |  |    |
|--------------------------|--|----|
| We are emotionally aware | Valuing Diversity                        | 1b |
|                          | Managing Sensitivities/Political Savvy   | 1b |
| We take ownership        | Customer Service                         | 1b |
|                          | Maintaining Accuracy/Sustainable Working | 1b |

### Inclusive, enabling and visionary leadership

|                                 |  |    |
|---------------------------------|--|----|
| We are collaborative            | Partner Working                            | 1b |
|                                 | Managing Complexity/Strategic Planning     | 1b |
| We deliver, support and inspire | (self) Leadership                          | 1b |
|                                 | Supporting Colleagues/Coaching & Mentoring | 1b |

### Intelligent, creative and informed policing

|                                   |                        |    |
|-----------------------------------|------------------------|----|
| We analyse critically             | Problem Solving        | 1b |
|                                   | Situational Judgement  | 1b |
| We are innovative and open-minded | Continuous Improvement | 1b |
|                                   | Futurology             | 1b |

## Education, Qualifications and Experience

### Essential:

Good Communication and Interpersonal Skills in order to enable them to deal with young people aged between 13-18 Years.

A good level of physical fitness to engage in all activities

Expected that you will hold or work towards a First Aid Qualification \*

### Desirable:

Previous experience working with young people

Previous work experience in the voluntary sector

Knowledge of safeguarding and an expectation you will attend the relevant non-negotiable training. \*



| <b>Skills Matrix (See Skills Matrix)</b>                  |   |                            |                            |              |
|---|---|----------------------------|----------------------------|--------------|
| <b>Essential:</b>   | <b>Desirable</b>  |                            |                            |              |
| To recognise and deal with safe guarding issues.          | Demonstrate a good standard of computer literacy.   |                            |                            |              |
| To engage and present to young people.                    | Experience of preparing and presenting information to a diverse audience both verbally and written  |                            |                            |              |
| To be able to communicate around a range of stakeholders. | Demonstrate excellent communication and interpersonal skills with the ability to maintain working relationships with a diverse range of people operating at all levels. |                            |                            |              |
| To promote Staffordshire Police in a positive manner.     |   |                            |                            |              |
| To ensure accurate record keeping via systems             |   |                            |                            |              |
| <b>Leadership Passport Level</b>                          | Practitioner s & Team Leaders   | 1 <sup>st</sup> Line Mngrs | 2 <sup>nd</sup> Line Mngrs | Senior Mngrs |
|   | <b>1</b>  | 2                          | 3                          | 4            |

\* Indicates that training will be provided as part of the role in this skill

| <b>CPD Requirements</b>  |
|--|
| Commitment to develop professionally in respect of the skills and knowledge required to complete the role. |

| <b>Professional Registration/Licences</b>   |
|---|
| Full driving licence as there will be the requirement to travel to other volunteering locations both within and outside our Force area. |

| <b>Special Conditions</b>           |                  |
|-------------------------------------|------------------|
| Own car for business use            | Y                |
| Level 2 vetting required            | Y                |
| DBS Vetting                         | Y                |
| Requirement to wear Uniform         | Y                |
| Requirement for post entry training | Y - Safeguarding |
| Fixed Hours                         | N                |
| Weekend Volunteering                | Y                |



|                              |                |  |  |  |  |
|------------------------------|----------------|--|--|--|--|
| Travel allowance             | Y              |  |  |  |  |
| Fixed term or temporary role | Permanent Role |  |  |  |  |
|                              |                |  |  |  |  |
|                              |                |  |  |  |  |
|                              | 1<br>mont<br>h |  |  |  |  |

As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

| <b>Limited Duties (Police Officers Only)</b>              |   |   |   |
|---|---|---|---|
| Sit for reasonable periods(consider impact of driving) a1 | Y | Evaluate information (d1)   | Y |
| To write(a2)  | Y | Record details (d2)   | Y |
| Read(a3)  | Y | Exercise reasonable physical force in restraint & retention in custody (e1) | N |
| Use the telephone(a4)                                     | Y | Understand information (f1)   | Y |
| Use(or learn to use IT)(a5)                               | Y | Retain information(f2)  | Y |
| Run reasonable distances (b1)                             | N | Explain facts & procedures (f3)   | Y |
| Walk reasonable distances (b2)                            | N | Work the full range of shifts   | N |
| Stand for reasonable time (b3)                            | N | Shift - Earlies (g1)  | N |
| Make decisions (c1)                                       | Y | Shift - Lates (g2)  | N |
| Report situations to others (c2)                          | Y | Shift - Nights(g3)  | N |

| <b>Agile Profile (See Agile Matrix)</b> |                 |                 |           |       |       |
|---|-----------------|-----------------|-----------|-------|-------|
| Desk                                    | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 5                                       | 5               | 3               | 2         | 3     | 3     |