**Role Description**

**Community Volunteer Station Point of Contact**

**Why DFRS needs this role?**

DFRS are increasing the number of Community Volunteers (CV’s) to have a team based at each station. This team of CV’s will work alongside the station and the local Home Safety Advisor (HSA) to ensure the station IRMP is delivered.

**Potential time commitment:** A maximum of 1 hour a week

**Role Duration:** 6 months to allow the opportunity for the role to be passed around.

**Location:** Station based

**Responsibilities the POC**

* To welcome the stations Community Volunteers & make them feel part of the team.
* To be a link between the Station Manager & the Community Volunteers.
* To ensure Community Volunteers are involved in activities at the station.
* To be the point of contact for any station based issues involving Community Volunteers.

**Measures of success**

* The maintenance of a strong, active, focused CV’s team.

**Training & Support**

* You will form part of a team with your station at the heart of it. This team will include the HSA, the Station Manager and the Volunteer Coordinator. The day to day management of the CV’s is the responsible of the Volunteer Coordinator.
* You will not be directly responsible for training the CV’s although they should be invited to any station based training that is applicable, for example E,D & I training.
* Advice and guidance for working with CV’s will be made available to you from the Volunteer Coordinator and in the Station Volunteer Point Of Contact FAQ’s.

**What will the role give you?**

* To be part of a motivated team delivering the station IRMP
* Learn new people skills
* Meet new people
* Improve self confidence
* Support your local community

**Person Specification**

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| --- | --- | --- |
| **Minimum Level Required** | **Required** | **Desirable** |
| Computer literacy |  |  |
| Excellent Interpersonal Skills |  |  |
| Team Player |  |  |