

POLICE:NOW

INFLUENCE FOR GENERATIONS

Job Title: Leadership Development Coordinator

Location: London

Reporting to: Leadership Development Manager

Contract Type: Permanent

About Police Now

Our mission is to transform communities, reduce crime and increase the public's confidence in policing, by recruiting and developing outstanding and diverse individuals to be leaders in society and on the policing frontline. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without residents being fearful of crime and can feel confident in the police service.

Launched in 2014, Police Now trains graduates with leadership potential to be inspirational police officers and outstanding crime fighters. Police Now is a start-up enterprise, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the creation and leadership of this new organisation. For more information on the work we do please visit www.policenow.org.uk.

Our values

Everything we do reflects our values.

- Believe
- Achieve
- Develop

You can find out more about what these values mean at Police Now [here](#).

What you'll do

Police Now is looking for a Leadership Development Coordinator, who will be part of the team responsible for the design and delivery of our award-winning national graduate leadership programme for neighbourhood police officers. The Leadership Development team provides professional development support for police officer participants over the two-year programme through our Leadership Development Officers (LDOs) as well as arranging training days and conferences. You will actively support the growth and development of the Leadership Development team through offering excellent administrative and operational support. Typical activities may include:

- Working closely with the Programme Delivery Officer (PDO) to ensure all our events are well organised, delivered on time and on budget
- Managing the travel processes for our police officer participants around the country
- Act as the first point of contact for participant queries relating to travel and logistical arrangements
- Take responsibility for external communications with participants including writing newsletters and updating the messaging on our online learning platform
- Support the PDO and LDOs in the preparation and running of events, looking for ways to improve efficiency
- Maintain and update accurate and up to date records on our Client Relationship Management system (Salesforce)
- Support with the operation of our Impact Library, an online resource for police officers
- Support LDOs with administrative tasks as required
- Provide general administrative support to the Leadership Development Management team

What you'll need:

- Strong organisational skills that reflect ability to perform and prioritise multiple tasks
- Demonstrated ability to meet deadlines in a fast-paced environment
- Demonstrated ability to use initiative, work at speed and demonstrate common sense
- Good communication skills (both oral and written)
- Outstanding attention to detail
- A strong team player
- Adaptability to various competing demands
- Highest level of customer service
- Excellent IT skills, with proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Commitment to the Police Now mission

This is a varied role in a fast-paced organisation. We are looking for a quick learner and someone who is as determined as we are to see Police Now succeed. The ideal candidate will take personal responsibility and pride in their work, ensuring all tasks are completed to time and with a high level of accuracy.

What you'll get from us

- The opportunity to work at a true start-up and to help shape the Police Now programme
- Be part of a society-defining organisation which positively impacts the way that the most challenged communities in the country interact with the police
- A great team passionately working to build the next generation of leaders inside and outside of policing
- A bright, airy, modern and buzzing office in Moorgate, Central London
- Competitive salary of £20,000-22,000 dependent on experience
- Police Now's core benefits package includes 27 days holiday each year and participation in a pension scheme (with 5% employer contributions).

Please note

This job description is issued as a guideline. It is not exhaustive and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the organisation.