

POLICE:NOW

INFLUENCE FOR GENERATIONS

Job Title: Force Partnerships Coordinator

Location: London

Reporting to: Head of Force Partnerships

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

What you'll do

As our Force Partnerships Coordinator, you will play a vital role in developing our partnerships with police forces across the UK in an administrative role. You will support our team of Force Partnerships Managers to ensure that we are collating and disseminating valuable information we learn from partner forces. You will help Police Now to continue to adapt and improve.

You will ensure that meetings with our force partners are prepared for and reported on in a timely manner. You will undertake various projects and administrative tasks to allow us to develop strong relationships with our partner forces. You will develop a good understanding of our partner forces and the Police Now programme, working across PNHQ to ensure partner forces understand Police Now and are delivering against their contracts.

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.

Your days will be a mixture of tasks, this could include arranging meetings with partner force contacts, researching and collating knowledge regarding our partner forces and preparing briefing documents. You will support the team by note taking in force meetings, identifying key themes, creating summary documents and reporting on team targets/performance. This means you will need to stay up-to-date with developments from the Force Partnerships Managers, as well from the different Police Now teams.

Who we're looking for

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We need someone with excellent administration skills. You need energy, optimism, adaptability and a willingness to work in a fast-moving, innovative and ambiguous start-up. You must possess a genuine commitment to public service and the Police Now mission, values and aims as well as a belief in personal responsibility.

You will prioritise a varying workload and get things done in an environment where priorities and deadlines can change quickly. You will have a genuine desire to support the team so that they can spend more time out of the office developing relationships with our force partners.

What you need

- Strong organisational skills that reflect ability to perform and prioritise multiple tasks
- Outstanding attention to detail
- Exceptional written skills
- Good interpersonal skills and the ability to work well within a team and independently
- Adaptability to various competing demands
- Highest level of customer service
- Demonstrated ability to meet deadlines in a fast-paced environment
- Excellent IT skills
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Commitment to the Police Now mission

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 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.