

## Key things to bear in mind when thinking about volunteering with the Met Volunteer Programme

- What do you feel you would like to contribute in terms of skills and experience?
- What would you like to gain from the activity?

Everyone has something to offer as a volunteer. Even if you feel you have few skills, you may well be able to input in some way to our organisation to make a valuable contribution. Volunteering can be a useful way to gain a network of new contacts and improve confidence. You can brush up on your skills and may even learn new ones. Perhaps you are considering the Metropolitan Police Service (MPS) as a future employer and this is an excellent way to see for yourself what it might be like.

You may discover an activity you enjoy but have never before had the opportunity to try. Prospective employers are impressed when an applicant can demonstrate their commitment and reliability by volunteering, which can be a very credible addition to a CV.

Here are some useful questions you may want to ask yourself when considering the Met Volunteer Programme (MVP) as the place where you would like to offer your volunteering time:

- **Do I find I have time on my hands and I'm thinking of volunteering?**
- **Do I want to make use of specific skills, knowledge and experience?**
- **Do I want to get practical experience to help me improve my C.V?**
- **Am I interested in a one-off project based relationship, or something more long term?**
- **Do I want to volunteer during the day, in the evenings or at weekends?**
- **Am I looking for opportunities to meet new people and to make friends?**

Volunteering with the MVP could mean that we can give you most, if not all, of the above. We will reimburse reasonable out of pocket expenses such as public transport fares to and from your volunteering location. If you give more than 4 hours in one session we will reimburse up to £3 towards the cost of a meal.



## What we look for in a volunteer

The following qualities are required:

### Willingness to:

- encourage people to support law enforcement
- explore attitudes and feelings towards victims and witnesses of crime
- volunteer within a framework of equal opportunities
- complete all the modules of the appropriate MPS training course(s)
- volunteer within a framework of confidentiality.

### Ability to:

- volunteer as part of a managed team, bringing special skills and talents to the team
- be computer aware and / or be willing to be trained and bound by our procedures
- listen to and communicate with a wide range of people, treating everyone with dignity and courtesy
- demonstrate a caring, mature and supportive attitude
- communicate well in English; both spoken and in writing
- be reliable, and have good time-keeping skills.

### Desirable qualities, experience and skills (appropriate training will be provided):

- To volunteer a minimum of three hours per month over a period of at least six months. (However, we are aware that this might not always be possible and people's circumstances do change, so we can discuss this with you on an individual basis.)

Met volunteers also need to be:

- Positively security vetted
- Good communicators and good listeners with the ability to empathise with the public's concerns and anxieties. They should be broadminded, approachable and able to demystify jargon
- Happy to share their working and life skills
- Able to relate to a wide range of people from different backgrounds, good team players and always mindful of the confines of MPS policies and procedures
- Understanding of the requirement to maintain confidentiality at all times - volunteers will be expected to sign the Official Secrets Act.



## Questions we are frequently asked from people who are considering volunteering with the Met Volunteer Programme:

**Q: Can anyone be a volunteer with the MVP?**

No, anyone can apply to become a volunteer, but there are recruitment procedures to follow in order to qualify. You must be age 18 or above, and usually you will live, work or study in the borough where you wish to volunteer. You must also have at least three years' continuous UK residency in order to qualify for the MPS vetting process.

**Q: How do I become a volunteer?**

Phone or email your local MVP Manager to request an application form or download one from the internet. Once you return the application form, you will be contacted to arrange an interview, or if you prefer, you can come in for an informal chat first. Following a successful interview we will be taking up references and asking you to complete a security vetting form – see below.

**Q: Will I undergo Police Security clearance?**

Yes – we can only accept your gift of volunteering time once you have been satisfactorily vetted. This includes the receipt of two professional references and you will also be expected to sign The Official Secrets' Act 1911-1989.

**Q: Is there a minimum age?**

Anyone aged at least 18 years is welcome to apply, with no upper age limit.

**Q: What hours will I be expected to commit?**

This is flexible and can be arranged with the MVP Manager to suit your own circumstances. Ideally we would be looking for a commitment of three hours per month for at least six months, but this can be negotiated on an individual basis. The maximum number of hours a volunteer may give in one month is 40 – this includes supervision and training.

**Q: I have an impairment / other special support needs. Does this mean I can't be a volunteer?**

Not necessarily. If your interview is successful you will be asked to complete our 'Fit to Volunteer' health questionnaire, which will be assessed, in confidence by trained staff. Whilst volunteers are not covered by the Disability Discrimination Act 1995, we may give consideration to assisting you in your volunteering role, however, we are not under any obligation to do so. Your local MVP Manager can tell you more.

**Q: What is the dress code?**

Dress code needs to be smart, casual (but not jeans), and suitable for working in an office environment.

**Q: Where will I be situated?**

This will depend on the role you choose to do and will be discussed with you.

### Interested? Want to hear more?

Please contact your local MVP Manager (see the Contact pages for their details)