

# JOB PACK

Academy Coordinator

**POLICE:NOW**  
INFLUENCE FOR GENERATIONS

# POLICE NOW MISSION

To transform communities, reduce crime and anti-social behaviour, and increase the public's confidence in the police service by recruiting, developing and inspiring outstanding and diverse individuals to be leaders in society and on the policing frontline.

# ABOUT US

We are working towards a day when every community, whatever the socio-economic background of its residents, **can thrive without being fearful of crime**. We are looking for talented, committed and mission-aligned individuals who will drive us towards achieving our ambitions.

Police Now recruits and trains graduates and career changers with leadership potential to become inspirational police officers and outstanding crime fighters on our National Graduate Programme. Graduates can pursue a variety of specialisms working in Neighbourhood Policing, as a Detective or within Counter Terrorism or Economic Crime units.

Police Now aims to create systemic change. We need highly capable impactful staff to support the recruitment and development of our officers and to cultivate strong relationships with partner forces and the wider sector.



We recently celebrated our 10-year anniversary. Read our Decade of Transformation report to discover more about the impact our participants have made in communities across England and Wales.



[Read the report](#)



# A GREAT PLACE TO WORK

We're proud of the achievements and memberships we're part of and we're committed to creating a culture where **our people** feel supported and respected.



# EQUITY, DIVERSITY & INCLUSION

We are an equal opportunities employer committed to equity, diversity and inclusion (EDI) in policing and our Head Office. Police Now touches the lives of the public through our work. In every element of our programmes, our work with forces and partners, and our HQ activities, we want to ensure that demography does not equal destiny. It is important our workforce reflects the communities we serve and are empowered to contribute their best. We are proud of the diversity of our team and the richness it brings to our work. However, we acknowledge that ethnic minority representation, especially in senior roles is an area we are committed to improving.

## What have we done?

- Established an EDI Board Committee in 2020 *and have appointed Clare Power, Chief Marketing Officer as our Executive Sponsor for EDI.*
- Appointed EDI Champions who play an active role in shaping initiatives to deliver our EDI strategy.
- We continue to evolve how we recruit through inclusive practices e.g. anonymous (blind) screening, tailored accessibility tools for candidates, and a genuine focus on EDI at every stage of our recruitment process.
- We celebrate diversity across our organisation through staff-led events, personal insight forums, and contributions from external speakers.
- We have led pioneering recruitment programmes that place EDI at the forefront, achieving representation far above sector norms in policing, and winning awards across the graduate employment sector. We embed training that focuses on policing diverse communities and addressing cultural challenges within policing.
- We actively share learning and best practice with the sector, working with police forces and the Home Office to support EDI progress.



[Explore our EDI Strategy 2025-27](#)

# OUR ETHOS

We hold ourselves and each other accountable for demonstrating **Police Now's Leadership Principles** through our actions:

## Mission at the heart of everything we do

We prioritise the mission in every decision we make, so that our actions are always contributing towards our goal of transforming communities through the people we bring into and progress through policing.

## Integrity and honesty

We act with integrity in everything we do, building relationships based on trust and respect; we communicate candidly, giving honest and compassionate feedback to each other so we can improve and develop our talent.

## Delivering the highest quality

We are dedicated to delivering outstanding quality and professionalism to our partners, participants and candidates; we nurture and develop positive long-term relationships that are valued by our customers.

## A passion for making an impact in policing

We learn all we can about the experiences and challenges of frontline officers and participants, so that we can improve our programmes and maximise our impact on crime and confidence.

## Innovative and open-minded

We believe that anything is possible, including positive, lasting change in policing and communities; we empower and challenge each other to innovate across our work and programmes.

## Personal responsibility

We take personal responsibility for accelerating progress and solving problems, and to collaborate with colleagues across Police Now to deliver our commitments and goals.

## Embrace diversity

We value and celebrate everyone's diverse backgrounds, talents and leadership, and seek out different viewpoints and perspectives; we use these to educate ourselves and to inform decision-making.

## Value the investment of public money

We work hard to earn and be trusted with limited public resources; we actively prioritise activities that make the biggest impact towards our mission and spend intelligently to make every penny count.

# THE ROLE: PURPOSE

**Title:** Academy Coordinator

**Line manager:** Operations Assistant Manager

**Salary range:** £29,000 – £32,500 (inclusive of London weighting)

**Contract type:** Fixed term contract until November 2026 with possibility of extension/permanency

**Start date:** Mid-March (can be flexible)

**Department:** Programmes

**Location:** London (2-3 days per week in office), and several weeks residential stay during 14-week (approximately) Academy period

**Closing date:** Thursday 5<sup>th</sup> February

Police Now is seeking an Academy Coordinator to work as part of the Programme Team to support in the delivery of the National Graduate Programme Academies.

This is a critical time of delivery for the National Graduate Programme (NGP) as we deliver the largest ever single-site academy. This is a unique opportunity to further develop our programme delivery in order that they genuinely deliver the highest quality of leadership development and enable participants to have a real impact in our communities.

This role will include being the backbone of academy delivery, supporting any and every element of the operational delivery with no task being too big or small. The candidate will also take on responsibility for elements of the end-to-end Project Management, project support and admin support.

This role will provide the opportunity to be involved in the delivery of the initial training and leadership development of Police Now's Graduate Programme participants. Core to success in the role will be the ability to develop and introduce innovative elements to the academy and deliver on even the smallest of details.

It is essential that the appointed candidate is able to work away from home and stay at the academies residentially in the Bedfordshire area for an average of two weeks per month from March until October. Accommodation and meals are provided. Exact dates will be provided.

# THE ROLE: REQUIREMENTS

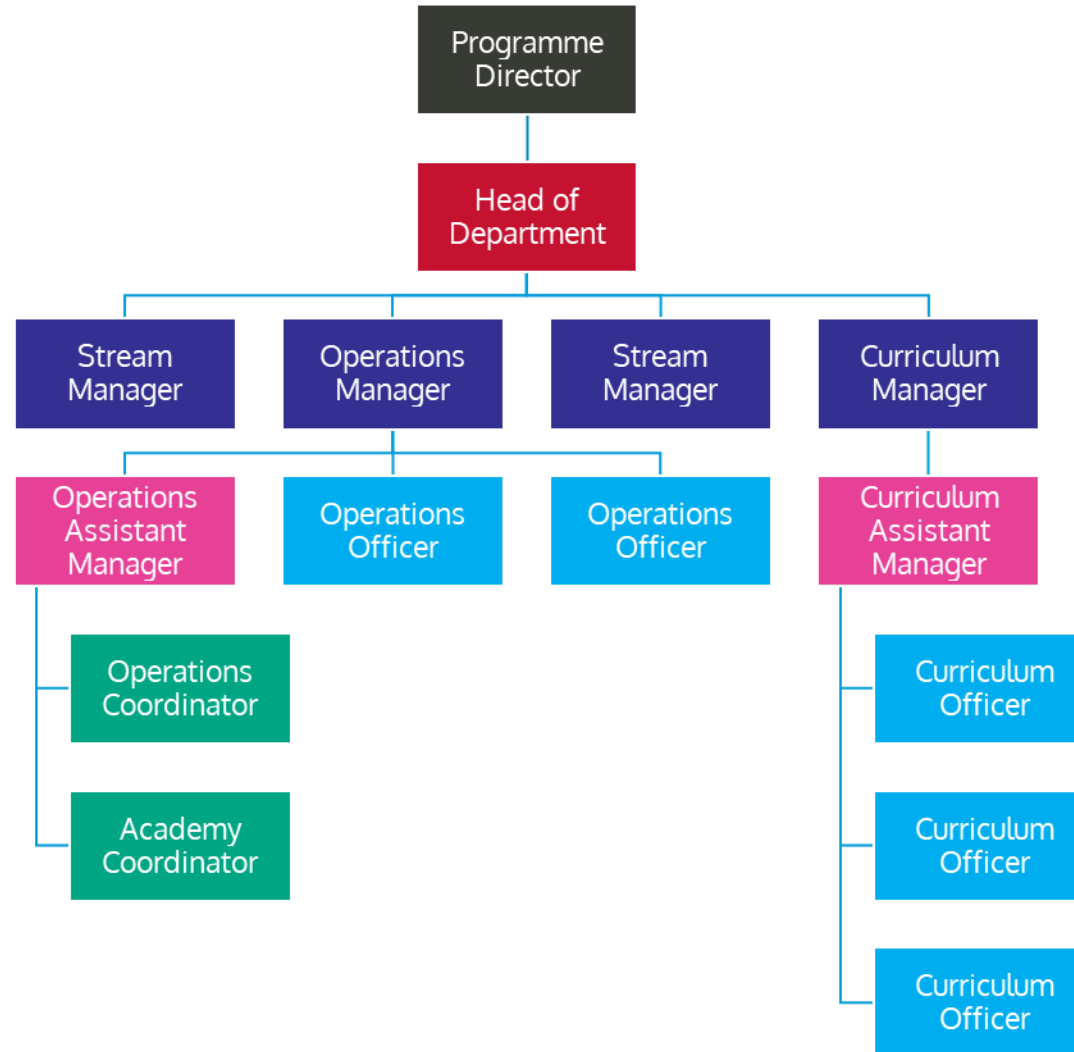
- Take ownership and effectively deliver numerous work strands, workstreams and tasks against project deadlines for the Police Now's NGP Academy to the highest standard.
- Upload and maintenance of programme data (across different platforms such as Salesforce in line with GDPR).
- Take ownership of elements of academy administration as directed by the team.
- Take ownership of the management of academy resources including (but not limited to) maintaining and stocktaking the store room, distributing resources across site accordingly, managing resources required for academies and ensuring efficient stock, keeping accurate records of resources, planning resources required for all elements of academy.
- Work closely with the wider operations team with the management and administration of internal and external communication channels, including participant communications, Police Now online platforms and staff communications, specifically owning academy communications.
- Take responsibility for tracking the academy budget, processing invoices, credit card reconciliation and expenses.
- Maintaining travel booking system and keeping consistent travel records for participants and Syndicate Leads (seconded police officers) as required.
- Manage the sourcing, delivery and distribution of necessary equipment e.g. Preparing event printed materials, participant uniform.
- Provide administrative support to the programme team, including but not limited to managing the inboxes, preparing documentation, record keeping, booking and taking minutes for meetings as required.
- Provide operational events and academy support both on site and remotely during delivery periods as required.

# THE ROLE: REQUIREMENTS

- Demonstrating proactivity and flexibility when working with various priorities within a changing environment.
- Be able to work in a fast-paced and quick changing environment.
- Able to demonstrate resilience and adaptability at peak delivery points
- Recent experience of supporting complex projects or events.
- Strong organisation, prioritisation and administrative skills with outstanding attention to detail and the ability to work independently.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with the ability to build and maintain positive relationships with senior stakeholders both internal and external.
- Great problem-solving skills and the ability to foresee, manage and mitigate risk.
- Excellent IT skills, preferably with an advanced knowledge of Microsoft Word, PowerPoint, Excel.
- Experience with Asana, Genially, Mailchimp, Salesforce and Brightspace strongly desirable.
- Have diversity and inclusion at the heart of all you do, contributing to the ideas and delivery of our strategy to create academies that support people regardless of their circumstances or background.
- Ability to be away from home for the working week during the delivery phases of residential academy training and/or events.
- Annual leave is ordinarily taken outside of academy dates: Due to the operational requirements of our events, annual leave should be scheduled outside of these dates
- Ability to move resources around the academy site including carrying boxes, tidying storeroom etc,

# THE ROLE: TEAM STRUCTURE

This position will fall within our Programmes team



## Key

Director
Head of Department
Manager
Assistant Manager
Officer
Coordinator

# HOW TO APPLY

## What you can expect from our hiring process:

The process may vary slightly to test for specific requirements; however, you should expect the following:

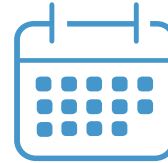
- Submission of your CV and an application form.
- A short telephone interview.
- One or more face-to-face interviews.

## Application deadline: Monday 5<sup>th</sup> February

Unfortunately, we cannot provide sponsorship for applicants. Applicants must have the relevant right to work for UK before applying.

We view workforce diversity as a business imperative and strongly encourage applicants from all backgrounds and walks of life, particularly those who identify as an ethnic minority in the UK.

AI tools can be used to support your application and interview stages. However, we strongly encourage candidates to ensure that they personalise their responses to reflect their experiences. Please ensure the details of your application and examples used during the process is accurate and authentic at all times.



If this role sounds right for you, please apply via our website here [\[insert link\]](#)

# INTERVIEW TIMELINE

Having time to prepare for interviews is important and allows candidates time to prepare and perform to the best of their ability. We have noted the anticipated interview timeframe below for your reference.

## Interview dates:



- Telephone interview: 10<sup>th</sup> – 13<sup>th</sup> February
- Face-to-face interview: 19<sup>th</sup> -20<sup>th</sup> February
- Final stage online interview: 26<sup>th</sup> - 27<sup>th</sup> February

Please note these dates may be subject to change.



## Need further help?

If you have any questions, or would like to discuss any adjustments, contact us by emailing [careers@policenow.org.uk](mailto:careers@policenow.org.uk).

# OUR BENEFITS

Long-term **meaningful benefits can make a real difference** to people's working lives. We believe that when people feel well in and outside of work, they're happier and able to deliver at their best.



## HOLIDAY

- 27 days of annual leave (+ bank holidays) and typically close between 25<sup>th</sup> December to 1<sup>st</sup> January.
- One month paid sabbatical every 5 years' service.
- Enhanced parental leave pay, paid dependency leave, and flexible bank holidays.



## HEALTH AND WELLBEING

- Access to a health cash plan to support with everyday health care costs including optical, dental and more.
- An Employee Assistance Programme, access to counselling, virtual GP appointments and flu jabs.
- Access to Kinhub, a wellbeing and coaching platform with dedicated 1:1 coaching sessions.
- Free eye test and Occupational Health support assessments.



## FLEXIBLE WORKING

- We are committed to flexible working and operate a hybrid working model with both work from home and office working opportunities. We have removed core hours to support true flexibility.

# OUR BENEFITS

## PAY AND PENSION



- Competitive and transparent pay, split by band across the organisation.
- We offer a 6% employer pension contribution, with a minimum 2% employee contribution.
- Salary sacrifice schemes including cycle to work, technology and gym membership, to help spread the cost of expenses.
- Access discounts from 100s of retailers, including weekly grocery shopping, days out, online shopping and more.

## LEARNING AND DEVELOPMENT



- Annual EDI training, including e-learning and additional EDI training opportunities.
- Three 'Growth & Giving days' days per year which can be used for study leave, well-being or volunteering.
- Staff Development Fund that employees can access to support their ongoing training and development.
- Employees have access to live and one-demand interaction training with Seedl.

## COMMUNITY AND EVENTS



- Regular cultural awareness initiatives and events to celebrate the diversity of our team, seeking opportunities to learn, share experiences, and engage in meaningful dialogue.
- Monthly all staff meeting to discuss organisational performance and strategy.