

Job Title: Programme and Events Officer - Academies

Location: Flexible

Salary: £30,000 - £36,500 dependent on experience (plus £3,500 London Weighting where applicable)

Reporting to: Assistant Operations Manager - Academies

Contract Type: Fixed term contract – 12 months

Start date: by Monday 17 May 2021

About Police Now

Our mission is to transform communities by recruiting, developing, and inspiring diverse leaders in policing. 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.

Police Now is an equal opportunities employer committed to driving diversity and inclusion in policing and within our Head Office. We strongly encourage applicants from all backgrounds, experiences and walks of life. At Police Now, our goal is to ensure our workforce reflects the communities that we serve, everyone is treated with dignity and respect as well as empowered to contribute their best. We believe that diversity in our workforce is not just a 'nice to have', it's a business imperative and everyone's responsibility.

Launched in 2014, Police Now trains graduates and career changers with leadership potential to be inspirational police officers and outstanding crime fighters on our National Graduate Leadership Programme as well as our new National Detective Programme. Police Now is a rapidly growing not-for-profit social enterprise with nearly 150 employees, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the development and leadership of this evolving organisation.

Everything we do reflects our values: Believe, Achieve, and Develop. For more information on the work we do and our values, please visit www.policenow.org.uk.

What you'll do

The Programme Operations and Events Team currently delivers:

- National Graduate Leadership Programme (NGLP) Academies
- National Detective Programme (NDP) Academies
- In-year training events for both Programmes (skills sessions, impact events, conferences, and training for seconded officers)

All of the above are high-intensity training courses and events, delivering police training at a fast-pace and offering a modern, hybrid learning experience. It is where both our new and existing participants learn the skills they need to be effective police officers and leaders of their communities through both in person and digital learning experiences.

Our residential Academies are the initial intensive periods of training for our trainee officers at the very beginning of their journey to becoming police officers and are at the very

heart and soul of our two-year programmes. At either 7 (NGLP) or 13 (NDP) weeks, they also represent the most sustained period of engagement that Police Now has with participants.

At our Academies participants receive a mix of theoretical and practical training in order to learn the skills they need to be effective police officers and community leaders. These are challenging and complex projects to deliver, requiring all the stops to be pulled out for first-class delivery.

Key responsibilities

Event Planning and Delivery

- Support the Assistant Manager with the design and delivery of digital delivery portions of academy delivery;
- Effectively plan for, troubleshoot and resolve digital delivery issues and challenges on the ground;
- Lead the planning for key activities within the timetable, such as arrivals day;
- Put together plans for key in-person flagship days such as searches, assessments and practical carousels;
- Work with the curriculum team on the procurement, briefing and relationship management of guest speakers;
- Lead on the allocation and management of teaching and meeting rooms during in person portions of the academy;
- Develop and keep updated venue, resource and participant data sheets;
- Work with our Recruitment and Marketing team on the acquisition and management of participant data;
- Support our approach to participant equality, diversity and inclusion;
- Enact detailed plans ensuring junior team members understand their role;
- Lead the development of a participant wellbeing plan, and support the Academies Coordinator with actioning this.

Communications & Learning Materials

- Lead the planning and execution of effective Academy communications plans for participants and force colleagues;
- Produce copy for handbooks, bulletins and other pre and during Academy communications to a high standard, ensuring we follow style and branding guidelines;
- Work collaboratively with our Recruitment and Marketing team on how we successfully on-board participants pre-academy;
- Work effectively with colleagues in the Force Partnerships team to ensure force communications include relevant operational content;
- Lead the procurement and tracking strategy for operational resources for our Academies;
- Plan, cohere and edit Academy handbooks for participants, syndicate leads (seconded officers who deliver our training) and staff;
- Work with colleagues on the effective onboarding and in-academy communications of support roles including force colleagues and guest speakers;
- Build relationships with key stakeholders, including Stream Managers and Syndicate Leads (from partner forces), and directly management relationships with others, including third-party suppliers such as guest speakers;
- Collect feedback during and post Academy to support the annual evaluation process.

You'll also be expected to support the wider team with additional work as per the needs of the business.

Who we're looking for

We need someone with emerging project management skills, and has some experience in planning and delivering events, both digitally and onsite., can achieve results in a fast-paced environment, and is willing to go the extra mile during months when our Academies and Events are in full swing as part of the wider Programmes Department.

What you'll need

- Positive 'can-do' attitude and flexibility, being able to work comfortably within challenging timescales and shifting priorities;
- Emerging project management skills, with some experience of project planning and delivery in complex environments;
- You must possess a genuine commitment to public service and the Police Now mission and values as well as a belief in personal responsibility and getting best value out of public money.
- Strong copywriting skills;
- Experience in delivering digital events;
- Strong personal organisation and prioritisation, with the ability to work independently and manage your own case load of work;
- Excellent written and oral communication, and outstanding attention to detail;
- Excellent interpersonal skills with the ability to build and maintain positive relationships with stakeholders both internal and external;
- Great problem-solving skills and the ability to recognise and mitigate risk, finding practical solutions;
- Excellent IT skills, preferably with an advanced knowledge of Microsoft Word and Excel;
- Willingness to forego holidays during Academy time where necessary in favour of annual leave at other times of the year;
- Knowledge of the policing sector is desirable, but not essential;
- Full UK category B driving license would be advantageous but not essential.

What you'll get from us

- A bright, airy, modern and buzzing office near Liverpool Street, Central London (Zone 1) Please note that during the Covid-19 pandemic, the role will be home based, and you will be working online/remotely. Inductions will also be conducted virtually.
- A supported working from home set-up with the technology and equipment required.
- Competitive salary of £30,000 - £36,500 dependent on experience (plus £3,500 London Weighting where applicable)
- Flexible working.
- 27 days holiday each year plus bank holidays (pro rata) for FTCs.
- Sanctus coaching – private mental health coaching for the workplace.
- Access to the Vitality programme which includes healthcare benefits, an Employee Assistance Programme and discounts.

- Participation in a pension scheme with 5% employer contributions and 3% employee 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.

Applications will be screened as they are received and invited to interview accordingly. Police Now reserves the right to close the advert prior to the advertised date, should a suitable applicant be appointed. Early applications are therefore encouraged.

Please note that some roles within Police Now require certain levels of National Security Vetting or screening in order to effectively work with our partners. Therefore, we may ask you to complete this if you are successful.

Interview dates

Telephone interviews: 07 - 14 April 2021

Final round interviews (via Microsoft Teams): 19/21 April 2021