

Job Description: Honorary Police Administrator / Secretary

Parish of St Martin, Jersey

Job Purpose

To provide comprehensive, high-level administrative, secretarial, and personal assistant support to the Chef de Police and the Honorary Police Force of St Martin. The role involves managing daily operations, coordinating critical legal and parish processes (such as Firearms Licensing and Parish Hall Enquiries), and serving as a central point of contact for internal officers and external agencies.

Key Responsibilities

1. Support to the Chef de Police

- Act as Personal Assistant to the Chef de Police, managing calendars, diaries, and action items.
- Review, triage, and organise daily correspondence, flagging high-priority operational items.
- Coordinate logistics and administrative arrangements for parish events, funeral assistance, and police operational requirements.

2. Meeting & Committee Administration

- Attend the Monthly Honorary Police Meeting (held on the first Monday evening of each month).
- Prepare agendas, take accurate minutes, and distribute official documentation to the force.
- Track, record, and cascade directives and guidance from the Comité des Chefs de Police and the Attorney General to ensure officer compliance.

3. Parish Hall Enquiries & Court Liaison

- Monitor the Smartlink (States Of Jersey Police secure data portal) system daily to download, check, and print upcoming parish paperwork, charge sheets, and result sheets.
- Review legal guidelines and legislation to prepare formal recommendations for the Centeniers.
- Upload outcomes and results from completed Parish Hall Enquiries back into the Smartlink system.
- Maintain the Parish Hall Enquiry diary and liaise regularly with the Magistrates Court, Legal Advisers, the States of Jersey Police, and the Police National Computer bureau.
- Monitor the Magistrates Court Round-Up to review cases involving parishioners, specifically checking for impacts on local firearms holders.

4. Firearms Application & File Management

- Act as the primary administrator for all Firearms Certificates held within the parish.
- Process new applications, variations, and renewals, ensuring strict compliance with local legislation.
- Maintain an up-to-date registry of all firearms transfers, returns, and changes of status within the parish.

5. Recruitment & Officer Service Management

- Manage the recruitment pipeline for new Honorary Police recruits, overseeing the operational process from initial inquiry through to the formal election and swearing-in of the officer.
- Liaise with the Parish Secretary, who handles the legal verification of proposer and seconder eligibility details against current legislation.
- Prepare and distribute official Welcome Packs and issue formal notifications to the States of Jersey Police and the Comité des Chefs Secretary.
- Maintain the Officer Service Spreadsheet, tracking current deployments, assigning officers to specific vingtaines, monitoring upcoming re-elections, and recording eligibility for Long Service and Good Conduct awards.

6. Parish Events & Licensing Operations

- Maintain a master spreadsheet of upcoming community events (e.g., Gorey Fête, Bonfire Night, Branchage, Visite Royale), identifying where police assistance is required.
- Assist in drafting and preparing formal police operational "orders" for major events and Article 5A operations.
- Prepare licensing check forms for officers conducting premises visits, log results into Smartlink, and compile the Annual Licensing Report.

7. General Administration & IT Coordination

- Handle daily public and internal queries regarding general policing, abandoned/parked vehicles, and route notifications (e.g., scooter rallies).
- Manage data integrity, system removals for island leavers, and review incoming intelligence reports.
- Coordinate with dedicated IT support providers (e.g., Focused IT) to resolve technical queries

Key Working Relationships

Chef de Police & Centeniers:	Direct operational reporting and decision-making support.
Honorary Police Officers:	Day-to-day administrative guidance, equipment/system access, and directive dissemination.
Connétable, Parish Secretary and Parish Administrative Staff:	Maintain regular communication and collaborate to ensure all administrative tasks align with parochial directives and the strategic vision of the Parish.
States of Jersey Police & Court Officials:	Routine data sharing, case preparation, and legal liaison.
Parishioners & Public:	First point of contact for applications, permits, and community event queries.

Working Hours:

Minimum of 17 hours per week, flexible working arrangements are available.