

Volunteer Role Description

Admin Assistant

We are an independent champion for people who use health and social care services. Our sole purpose is to understand the needs, experiences and concerns of people who use health and social care services and to speak out on their behalf. We are here to find out what matters to them and help make sure that their views help shape the support they need.



“Healthwatch is very flexible so that my volunteering role can fit with my other care commitments.”

Vanessa, Volunteer



Summary of Role - Admin Assistant

The Admin Assistant provides invaluable support to our small staff team with a variety of administrative tasks at our offices in central Brighton, helping us deliver essential health and social care projects and ensure the views of patients are represented locally and nationally.

Main Duties

- Maintaining and organising calendars, volunteer forums and board meetings
- Helping to produce newsletters, volunteer updates and press releases
- Producing and distributing materials to volunteers and board members
- Proof reading, formatting and uploading reports
- Helping to deliver meetings, training and other public events
- Attending meetings, taking notes/actions and distributing these
- Helping us recruit and process new volunteers and directors

Skills, Abilities and Experience

You should ideally have experience of:

- Delivering a wide range of administrative tasks
- Working as part of a team
- Working flexibly and adapting to changing priorities.

You should be able to demonstrate:

- An ability to maintain confidentiality
- Excellent personal communication skills
- Competent use of computers with experience including Microsoft Word & Excel
- Excellent organisational skills.

Not essential, but helpful if you have experience of Microsoft Outlook.

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What Healthwatch Brighton and Hove offers you

- The chance to improve health and social care services in your local community
- Valuable practical experience of the health and social care sector
- Full induction training, as well as regular opportunities for further training
- Regular support and guidance from your line manager
- Reimbursement of all out-of-pocket expenses
- A reference after six months of service.

Commitment

We ask that you commit to **six months** of volunteering - days/time can be flexible.

Criminal Record Check

There is no requirement for a DBS check for this role.

If you'd like to know more about the role or have any questions, then please call us on **01273 234 041** or email office@healthwatchbrightonandhove.co.uk.

To apply download our application form at:
www.healthwatchbrightonandhove.co.uk/volunteer/application-form

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