

Volunteer Role Description

Research 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.



“I find the work with Healthwatch is intellectually challenging, enabling me to use the skills gained in my working career.”

Chris. Volunteer



Summary of Role - Research Assistant

Help help design projects, conduct the research and interviews, write reports and help develop strategy positions. Healthwatch Brighton and Hove conduct several health and social care projects through the year that culminate in public reports. We use our statutory powers to visit and observe health and social care services to collect information on user experience and build a knowledge bank on the quality of service provided.

This role is ideal for an experienced researcher, or an advanced undergraduate or post graduate student wanting to gain practical experience in research and policy at the front line of the health and social care sector.

Main Duties

- Design research projects involving local health and social care services
- Conduct service-user research using surveys, structured interviews and focus groups.
- Collate, analyse and interpret information gathered.
- Write reports and recommendations to enable us to comment on the quality of local services and whether they could/should be improved.
- Write position papers related to specific health issues/populations and how needs can be better met by services.

Skills, Abilities and Experience

You must have:

- Research skills and experience commensurate with advanced undergraduate level or postgraduate level.
- Competence in Microsoft Office including experience of data analysis using Excel.
- Good writing skills and an ability to tailor information for different audiences.
- Willingness to work with a flexible and positive attitude towards taking on new tasks and responsibilities.
- Good communication skills and an ability to work collaboratively in a team environment.

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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

Healthwatch Brighton and Hove

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