



Volunteer Role Description

Volunteer Project Co-ordinator

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.

 *“Coming from a non-healthcare background, I was encouraged to attend in-house and local authority training to bring me up to speed.”* 
Sue. Volunteer

Summary of Role - Volunteer Project Co-ordinator

As a Volunteer Project Co-ordinator you will help the Healthwatch team deliver health and social care projects that culminate in public reports. You will help prepare, co-ordinate and run the projects, supporting the team and other volunteers to the final reports.

Main Duties

- Liaising with the Healthwatch team in preparing projects, and supporting volunteers
- Producing and distributing materials to volunteers, and co-ordinating tasks
- Meeting external project stakeholders and taking notes/actions for distribution
- Inputting and collating data for analysis
- Assisting with project reports, helping to highlight themes and recommendations
- Complying with the policies and procedures of Healthwatch Brighton and Hove.

Skills, Abilities and Experience

You should have experience of:

- Collating, analysing and interpreting information
- Writing draft reports
- Working with a range of partners / people
- Working on projects (of any size)

You should be able to:

- Maintain confidentiality
- Show excellent personal communication skills
- Work flexibly and adapt to changing priorities
- Competently use computers
- Confidently use Microsoft Word and Excel
- Show excellent organisational skills.

Helpful, but not essential to 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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