

## **Healthwatch Wiltshire Project Volunteer**

Our Healthwatch Project Volunteers are passionate about helping to develop our health and social care projects in Wiltshire. Conscientious and organised, our project volunteers help us compile research and feedback from members of the public, support us with health and social care consultations and provide administrative support for the team at Healthwatch Wiltshire.

This is a great role for an analytical and organised person who wants to get involved with our work but who might not necessarily want to interact directly with members of the public or out in the local community.

### **What does this role involve?**

- Helping us prepare for surveys, consultations and visits by preparing documentation and other resources as needed;
- Providing administrative support to the team of local volunteers and Healthwatch; Wiltshire employees (e.g. printing, data entry, updating the volunteer portal);
- Helping to compile research and consultation results;
- Contributing and inputting into reports and publications;
- Providing support with minutes and note-taking in meetings;
- Offering support to compile and record information from volunteer activity reports;
- Gathering information, facts and figures as required by the team;
- Conducting basic research with guidance from Healthwatch Wiltshire;
- Offering administrative support to our reader's panel.

### **The ideal person for this role:**

- ✓ Is passionate about improving local health and social care services;
- ✓ Has good listening and communication skills;
- ✓ Is flexible and reliable
- ✓ Is non-judgemental and committed to equal opportunities;
- ✓ Has basic literacy skills (e.g. can take notes);
- ✓ Is willing to ask for support when needed;
- ✓ Is comfortable attending meetings in a support/note-taking capacity
- ✓ Is able to travel to the Healthwatch Wiltshire office (Melksham) or is comfortable communicating by email and volunteering from home.

### **How much time is involved?**

Our volunteering roles are flexible and fit around your schedule. Ideally our Healthwatch Wiltshire Project Volunteers should be able to make a regular commitment to the role on a weekly or monthly basis.

We will always work closely with you to ensure your volunteering role fits with your other personal and social commitments.

### **Benefits of volunteering:**

- A chance to learn new skills and an opportunity to meet like-minded people;
- Training and personal development opportunities;
- A useful stepping stone into potential future employment;
- An opportunity to 'give something back' and provide useful input into health and social care services in Wiltshire;
- Routine and structure;
- Improved health and wellbeing;
- Developing useful connections and building good relationships with people in your local community;
- Take part in activities, events and treats alongside our paid staff;
- Individual recognition for outstanding performance in a volunteering role;
- A dedicated volunteer and engagement team to support you.

### **How to apply:**

You can apply for this role either by filling out our online application form or by completing a paper copy of the form which you can download from our website: [www.healthwatchwiltshire.co.uk/volunteering](http://www.healthwatchwiltshire.co.uk/volunteering)

Want to talk to us about this volunteering role? If you have any questions or you would like to find out more, please call us on 01225 434218 or email [info@healthwatchwiltshire.co.uk](mailto:info@healthwatchwiltshire.co.uk)