

VOLUNTEER ROLE DESCRIPTION

AREA OF WORK: Administration Volunteer, Mandatory Training Department, Learning and Development

CONTACT PERSON

Eleanor Sturgess, Mandatory Training Manager
Voluntary Services Administrator
Voluntary Services Manager

Tel: 01908 995079
Tel: 01908 996060
Tel: 01908 996058

TIMES/DAYS VOLUNTEER REQUIRED:

Days required:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM	✓				✓		
PM							

REASON VOLUNTEER REQUIRED:

To assist the department with administration tasks

DESCRIPTION OF DEPARTMENT:

The Mandatory Training Department runs the Corporate Trust Induction and Statutory/ Mandatory training programme for the Trust.

ESSENTIAL SKILLS:

1. IT skills to include Word and Outlook
2. Excellent communication skills
3. Ability to work independently and as part of a team
4. Basic literacy and numeric skills
5. Accuracy

THE VOLUNTEER IS REQUIRED:

1. Adhere to the signed voluntary agreement and sign in using the signing in sheet provided in the placement area.
2. To understand the importance of Fire Precautions and be aware of local policies regarding emergency procedures and Health & Safety regulations.
3. To observe the confidentiality rules of the Trust in respect of patients and staff.

4. To attend the Trust's Volunteer Induction, Mandatory and Statutory Training and the relevant refreshers thereafter, along with any other relevant training that is required for the role.
5. To understand that no personal care, clinical care including observations and personal medical advice is provided to patients
6. Maintain an appropriate, professional relationship towards staff, patients and their relatives.

DESCRIPTION OF VOLUNTEER DUTIES:

1. Help to ensure that there is an adequate supply of new starter packs available for Corporate Trust Induction
2. Support with the collection and collation of responses for feedback purposes
3. Assist with emailing the Corporate Trust induction evaluation feedback information to the speciality training leads
4. Basic administration tasks to include scanning, photocopying, laminating and filing
5. Support (and participate) in onsite events alongside a member of staff
6. Help to welcome new starters to the Trust at the corporate Trust induction
7. Refer staff/visitors to the appropriate member of staff or service if further help is required, that is outside the remit or boundaries of the volunteer role

This list is not exhaustive and the role will have the potential to expand and evolve

DBS LEVEL: Standard

TRAINING REQUIREMENTS: Volunteers' Induction and Mandatory Training sessions