



## **Volunteer Task : Events Volunteer**

### **ROLE:**

Events volunteers help Healthwatch reach as many Newham residents as possible to hear their views & experiences regarding health & care services. Volunteers support us to do this by planning & running our events, projects and activities all of which are designed to engage the public. The more volunteers we have, the more events we can organize and the greater our reach.

Events volunteers can support us to organize events in a number of ways and may choose from:

- creating & distributing publicity, including via social media
- planning & preparing logistical/practical matters
- contributing creative ideas
- attending the events & talking to individual members of the public about what our work, collecting evaluation forms & any verbal feedback from the public

### **REQUIREMENTS:**

- Confidence to work with members of the public
- Enthusiastic and outgoing
- Polite and pleasant manner
- Good communication and listening skills.
- Interest in health & social care or willingness to learn ( information provided)
- Work on own initiative & also to follow instructions when needed
- Planning skills (desirable)
- Happy working in a team
- Respect confidentiality
- May involve travel within Newham to attend events
- Able to commit 2 hrs a week
- Some work can be from home, otherwise office based
- Reliability

### **SUPERVISION & SUPPORT**

- Induction to the organisation
- Instructions to prepare you for the role
- Regular volunteer support meetings with Volunteer & Projects Worker .
- Opportunities to become involved in other Healthwatch Newham activities.
- Travel costs incurred are reimbursed

For information : Kate Hennessy Volunteer & Project Support Worker  
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