

Volunteer Role Description

Role Title:	
Responsible to:	
Number of Hours required	
Based at:	
Duration	
Closing date:	
Brief service background/ Role Tasks:	
Skills required:	
Support/Training:	
Recruitment Process	
COVID-19 Guidance	<ul style="list-style-type: none"> • In line with government advice volunteers must: If on site for volunteering <ul style="list-style-type: none"> ○ Be healthy, fit and well ○ Be under 70; ○ Not be pregnant; ○ Not fall into one of the population groups that are considered to be more vulnerable to COVID-19 • Volunteers will be provided with the required levels of PPE in line with staff provision and following PHE guidance if ever on site • To complete a vaccination form
Expenses:	<ul style="list-style-type: none"> • Travel can be claimed for any journeys to and from your volunteering base. • Travel should be paid for by Oyster Card and then individual journeys claimed for – a receipt for a monetary update of Oyster Card is required. • Car travel must be agreed with the volunteer supervisor beforehand and paid at 56p per mile • £5 can be claimed for volunteers' admin fees for each volunteer session if volunteering from home. • Expenses for a lunch up to a maximum of £4 (reimbursed upon providing a receipt) can be claimed if volunteering exceeds 4hours in one day
Health and Safety, Confidentiality and Equal Opportunities	Volunteers must abide by the East London NHS Foundation Trust policies on Health and Safety, Confidentiality and Equal Opportunities.
Insurance	In the event of an accident whilst undertaking any part of the volunteer role on behalf of East London NHS Foundation Trust you will be covered by the relevant Trust insurance policies as long as relevant health and safety procedures have been followed.
Contact Information	Day to Day please contact..... and/or Rajia Khan rajia.khan@nhs.net / elft.volunteering@nhs.net

