

**Volunteer Role Description**

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| **Role Title:** |  |
| Volunteer Supervisor |  |
| Number of Hours  Required |  |
| Based at: |  |
| Duration |  |
| Closing date: |  |
| Brief service background/ Role Tasks: |  |
| Skills required: |  |
| Support/Training: | To complete compulsory volunteer training programme, online Safeguarding Level 2 and Information Governance training and any additional workshops as required for the role.  No specific Educational Background required  **Desirable**- Hold a valid First Aid & or CPR certification. |
| Recruitment Process | * App form * Interview * DBS & references * Training – SGA Level 2, Information Governance and 2 hour virtual interactive training |

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| COVID-19 Guidance | * In line with government advice and ELFT guidelines volunteers must: If on site for volunteering * Be healthy, fit and well * Volunteers will be provided with the required levels of PPE in line with staff provision and following PHE guidance if ever on site * Show proof of double vaccination |
| Expenses: | * 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 …………………………  Volunteer Coordinator - [elft.volunteerenq@nhs.net](mailto:elft.volunteerenq@nhs.net" \t "_blank) |

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