**Volunteer Role Description**

|  |  |
| --- | --- |
| APPROVED by Volunteer Service Team | Team member:  Signature:  Date: |

|  |  |
| --- | --- |
| Role Title: | Volunteer Assistant for |
| Location/Address: |  |
| Site Supervisor: |  |
| Ward Manager: |  |
| Days: |  |
| Times: |  |
| Frequency of volunteering: |  |
| Brief service background: |  |
| Ward conditions to be aware of: |  |
| Role Tasks/ Skills required: |  |
| Language of residents/ Patients: |  |
| Benefits to Volunteers:  Benefits to Patients:  Benefits to Staff: |  |
| Ward Induction details: |  |
| Development opportunities: |  |
| Available Vacancies in locality |  |
| Expenses: | * Travel can be claimed for journeys\* to and from your volunteering base. * A receipt is required/ bank statement * Car travel must be agreed with the volunteer supervisor beforehand and paid at 56p per mile * 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 & Safety, Confidentiality & 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. |
| Volunteer Service Team | [elft.volunteerenq@nhs.net](mailto:elft.volunteerenq@nhs.net)  [rajia.khan@nhs.net](mailto:rajia.khan@nhs.net)  paola,martucci@nhs.net |