

Special Projects Volunteer Role Description

What is the goal to be achieved?

Enable Hackney residents to have a bigger say in how services and run, particularly groups who are seldom hear in line with agreed Healthwatch Hackney priorities

What tasks need to be done to achieve this goal?

- **Outline project**
- **Check project aligns with HWH priorities**
- **Define project**
- **Determine staff time commitment**
- **Develop project plan including preparation, delivery and review (assessing impact)**
- **Deliver project**
- **Assess impact of project**

Role description for one volunteer

You will be supported to scope, plan and deliver a project which aligns with HWH priorities on improving service through greater service user involvement particularly among groups who are seldom heard

<p>Skills and Qualities Required Essential</p> <ul style="list-style-type: none"> • Hackney resident or strong Hackney connection • Ability to develop vision, scope, plan and deliver a project • Good planning and organisational skills • Excellent verbal and written communication skills • Ability to work as a team and on own initiative • Punctual • Natural enthusiasm and desire to effect change/influence health and social care • Good computer/ICT skills 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of health or social care as patient, worker or student * Excel skills
<p>Level of commitment required</p> <p>At least one day a week although level of commitment depends on the nature of the project</p>	
<p>Training that could be offered</p> <ul style="list-style-type: none"> • Safeguarding training • Training on changes in health and social care eg Care Act • Project management (?) 	
<p>Potential progression routes</p> <ul style="list-style-type: none"> • progression to become service reps on health or social care committees/projects • Comment collection or recording • Enter and view rep • Progression to employment 	

