

Volunteer Role Description

Role Title:	Membership Volunteer
Reporting to (title):	Trust Secretary
Department:	Corporate Services
Location:	Broomfield Hospital

ROLE SUMMARY

To actively recruit members of the local community to become members of Mid Essex Hospital Services NHS Trust. Being a member of the Trust is an opportunity to get involved in helping to shape the future of health services within the region of mid and South Essex.

GENERAL RESPONSIBILITIES

- Actively promote the Trust in a positive light
- Approach patients and visitors to become a member and potential Governor of the Trust
- Articulate to members of the public the changing landscape of acute healthcare within mid and South Essex
- Promote the closer working between Mid Essex Hospital Services NHS Trust, Basildon & Thurrock University and Southend University NHS Foundation Trusts
- Record accurately the details of those people who wish to be members of the Trust and accurately enter these details into the appropriate internal and external databases to establish that membership
- Observe confidentiality and a professional approach as a representative of the Trust throughout
- The post holder is to comply with all Trust Health and safety regulations. The post holder should not endanger the health and safety of him/herself or others whilst at work.

- It is an essential requirement that the post holder take reasonable care of cleanliness of your working environment, adhere to Infection Control Policies, Standard Operational Procedures and Guidelines in particular ensuring that the use of hand hygiene practices at all times.
- Mid Essex Hospital Services NHS Trust operates a No Smoking Policy.

KNOWLEDGE AND SKILLS

The volunteer will be required to attend a briefing prior to commencing the role and to be able to retain this information to pass to future members of the Trust

The volunteer needs to be enthusiastic about the role that they are undertaking. Able to use own initiative and possess effective communication and IT skills.

Volunteers are reminded of the strict confidential nature of the role.

At no point is a volunteer to provide any clinical care to patients, or take on tasks that are the main duty of a paid worker. The aim of the role is to enhance the patient experience and make their time in hospital as comfortable as possible.