

## Volunteer Role Description

<b>Role Title</b>	Volunteer Champion for National Screening Programmes.
<b>Purpose of the role</b>	To speak to people within the community, raising awareness of national screening programmes.  To cascade information, link to local and national campaigns.
<b>Where</b>	Lothian wide
<b>When</b>	As needed in consultation with Public Health Screening and Early Detection Team
<b>Tasks to be undertaken</b>	<ul style="list-style-type: none"> <li>• Speak to individuals and groups about the screening programmes</li> <li>• Support people to make personalised, informed choices, by raising awareness and providing information in a way that is easily understood.</li> <li>• Provide resources such as leaflets and links to reliable online sources.</li> <li>• Keep own knowledge of relevant issues up to date</li> <li>• Participate in ongoing monitoring and evaluation of role.</li> <li>• Support community engagement events</li> <li>• To treat everyone with dignity, be non-judgemental, and respect confidentiality.</li> <li>• Bring any concerns to the attention of a member of staff</li> </ul>
<b>Tasks not to be undertaken</b>	<ul style="list-style-type: none"> <li>• No moving or handling of patients</li> <li>• No access to confidential patient notes</li> <li>• The giving of individual health advice</li> <li>• Any medical or personal care task</li> <li>• Role of professional interpreter</li> </ul>
<b>Skills, Attitudes and Experience needed</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in English and other ethnic minority languages.</li> <li>• Reliable and punctual</li> <li>• Enthusiastic and willing to share knowledge</li> <li>• A confident, articulate and personable manner, with understanding and empathy</li> <li>• A clear understanding of, and adherence to NHS Lothian confidentiality policy</li> <li>• A clear understanding and adherence to NHS Lothian core values and behaviours</li> <li>• A clear understanding of, and adherence to all health and safety and fire regulations and to co-operate with the NHS Lothian in maintaining good standards of health and safety.</li> </ul>
<b>Support /Supervision</b>	Alison Milne: Strategic programme Manager <a href="mailto:Alison.m.milne@nhslothian.scot.nhs.uk">Alison.m.milne@nhslothian.scot.nhs.uk</a> and ongoing support from the Voluntary Services Team as required
<b>Expenses</b>	Out of pocket travel expenses will be reimbursed in line with NHS Lothian's Volunteer Expenses Policy

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<p><b>How to apply / what happens next</b></p>	<p>For more information:  <a href="https://www.nhslothian.scot/getinvolved/applying-to-be-a-volunteer/">https://www.nhslothian.scot/getinvolved/applying-to-be-a-volunteer/</a></p> <p>To apply:  <a href="https://www.nhslothian.scot/getinvolved/online-application-form/">https://www.nhslothian.scot/getinvolved/online-application-form/</a></p> <p>For questions email:  <a href="mailto:volunteer.enquiries@nhslothian.scot.nhs.uk">volunteer.enquiries@nhslothian.scot.nhs.uk</a></p> <p>The selection process will include:</p> <ul style="list-style-type: none"> <li>• Informal interview,</li> <li>• References</li> <li>• Occupational Health Check</li> <li>• Disclosure/PVG</li> </ul>
<p><b>Created, by whom</b></p>	<p>Rachael Honeyman <span style="float: right;">DATE 06/01/2023</span></p>