

## Volunteer role Description,



## Community Research Volunteer

### Introduction

AUK WS&BH conduct research with older people on a variety of topics for internal use and on behalf of external organisations.

**Responsible to:** Customer Insight Researcher

**Hours:** flexible – usually 2-3hrs once a week between 10am - 4pm

**Location:** All areas of West Sussex and Brighton & Hove

### The service

Full training is provided to conduct the research interviews with older people either over the phone or face to face. Questions are supplied and those being interviewed have given their permission to be contacted.

### Role requirements

- Good listener
- Happy to allow people to talk
- Likes meeting people
- Empathic

- Computer literate (essential as we use online forms to input survey responses)
- Happy to work to deadlines
- Patience
- Able to travel to meet people
- Happy to visit people in their homes
- Reliable

### **How will we support you?**

You will be given an Age UK West Sussex, Brighton & Hove volunteer induction and role training to carry out your role effectively and be able to enjoy doing so with confidence.

### **What will you get out of volunteering for Age UK West Sussex, Brighton & Hove?**

- The opportunity to be involved with projects where your own ideas and input will be valued.
- The chance to make a contribution to Age UK West Sussex, Brighton & Hove's work.
- Access to organisational resources.
- Free training .
- Travel expenses.
- Professional reference provided.

### **The organisations expectations of the volunteer**

- To understand and promote the organisation's policies and abide by its guidelines.
- To be responsible, reliable and safety conscious.
- To work within the service parameters.
- To be open and honest about any work issues or problems.
- Have a genuine interest in the needs of older people.
- To attend team meetings when needed.
- To take initiative in encouraging suggestions, ideas and changes for the improvement of the service.
- To keep informed of other functions and activities at Age UK West Sussex, Brighton & Hove.
- To work professionally with fellow volunteers and members of staff in other organisations.



- Participate in training, supervision and support sessions as required.

**Volunteer Agreement**

I have read and understood the above Role Description & checked my insurance details and would like to become a volunteer for this service.

Signature.....

Date.....