

VOLUNTEER ROLE DESCRIPTION
THIS IS A TEMPORARY ROLE DURING THE COVID-19 PERIOD

Title	Covid-19 Period – Virtual Volunteer; Video making
Department	Volunteer Services
Purpose	To be a supportive volunteer: helping to create content for our patients, families and visitors.
Time commitment	Ad hoc
BWC values	Ambitious, Brave and Compassionate

Key tasks (what you will be doing):

- Creating videos, this could include: you reading stories, playing an instrument, singing or even reading a poem. Ensuring you
- Protect you and your families' identity and security by ensuring personal nature items are not visible, including photo's, documents etc.
- When filming be mindful with what you wear remembering you are representing the Trust
- Think carefully about the language you're going to use, before filming plan your script, ensuring you're inclusive to all.
- If you would like to film in a language other than English, please do, we will get the videos verified by our interpreting team before sharing.
- Email video to bwc.volunteers@nhs.net upon receipt, they will be checked and shared with our Communications Team.

Remembering to:

- Respond to requests promptly
- Complete tasks within time parameters
- Keep the team updated with progress if appropriate
- Keep all information given or discussed confidential
- Demonstrate the BWC values in your actions and behaviours
- We would remind you that once a video or activity is submitted it is copyrighted to BWC. You are welcome to keep copies for personal use.

Boundaries (what you won't be doing):

If you feel uncomfortable doing something or are asked to do a task that is out of your remit of being a volunteer it is ok to say no. The Volunteer Services Team can be contacted if you need further support.

Requirements for the role:

Age: 16 +



Skills and other requirements:

- Good IT skills
- Good analytical and listening skill and sensitive and tactful approach to people
- Reliable and trustworthy; emotionally mature
- Understanding of, or ability to learn, personal and professional boundaries
- Be a team player
- Embody our Trust Values
- Reliable and trustworthy
- Understanding of, or ability to learn, personal and professional boundaries
- This is not a job shadowing opportunity and should not be considered a work placement. You must be motivated to volunteer, rather than shadow staff

Benefits to the volunteer:

- Opportunity to make a difference for one of the best hospitals in the country
- Improve the experience of patients and their families
- Gain skills and practical experience with children and young people and families
- Opportunity to attend social events and be recognised for your contribution

We will provide:

- Induction into the hospital and your role
- On-going support from a named member of staff
- Additional training as required for your role including
- A written reference upon the completion of 50 hours of volunteering

**WE THANK YOU FOR YOUR SUPPORT AND COMMITMENT TO THE NHS DURING
THE COVID-19 PERIOD**

