

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

<b>Title</b>	Covid-19 Period – Virtual Volunteer; arts/craft pack and proof reading
<b>Department</b>	<b>Volunteer Services</b>
<b>Purpose</b>	To be a supportive volunteer: helping to create content for our patients, families and visitors.
<b>Time commitment</b>	Ad hoc
<b>BWC values</b>	Ambitious, Brave and Compassionate

**Key tasks (what you will be doing):**

- Creating activity pack's or pages for patients across BWC this includes; Birmingham Children's Hospital, Birmingham Women's Hospital and Forward Thinking Birmingham
- Proof reading Trust documents; following guidelines to share feedback on leaflets, posters etc.

**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



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- 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**

