

# Volunteer Role Profile



Volunteer Role

**Learning Disabilities Health Facilitator  
Support Volunteer**

Volunteer Manager

**Volunteer Manager**

Where you will be based

**Hospital**

## Why we want you

Come and support our NHS by offering administrative support to services. Supporting your local hospital service will be a great benefit to our patients and staff.

## What you will be doing

- To support the Learning Disabilities Health Facilitation Assistant in their work. The assistant has learning disabilities so may require support using the computer, support with developing easy read pictorial information, leaflets or posters and in any co-production training
- Support the LDHFA with accessing their emails and coordinating their diaries
- Support the LDHFA to devise Easy Read documentation. This involves use of MS Word, MS Excel, picture formatting, printing, laminating and posting (no knowledge of content required)
- Supporting the LDHFA to prepare training and presentations – use of IT required (no knowledge of content required)
- Support the LDHFA with tasks delegated by team lead
- Appropriate administrative tasks such as photo copying, filing, answering phones, making information packs and checking stock supplies, as defined by the service.

## The skills you need

- Able to demonstrate patience and ability to support others
- Self-motivated and able work independently
- Punctual and dependable
- Professional and friendly demeanour
- Excellent communication and listening skills
- To maintain confidentiality at all times
- To maintain boundaries at all times
- Comply with trust policies
- Basic computer knowledge & willingness to learn

## What's in it for you

- Learn new skills, become part of a team, make new friendships and help

with career and employment opportunities, if applicable.