

**Role Description:** Volunteer Promotional Worker, York Carers Centre

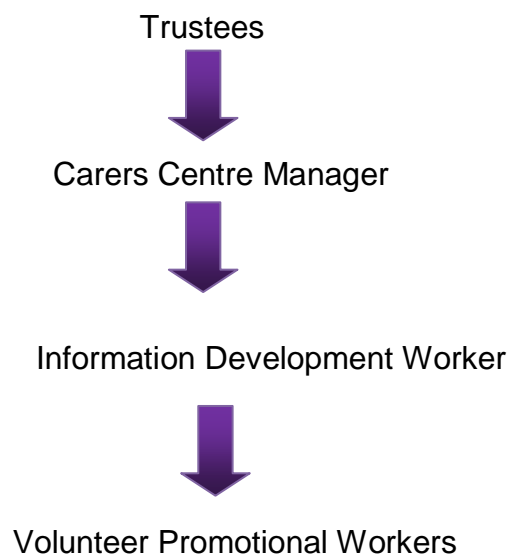
**Base :** Home based with travel in and around York

### **Organisational Relationships**

**Responsible to:** Information Development Worker

**Accountable to:** Carers Centre Manager

### **Organisational Chart**



### **Role Summary**

The Volunteer Promotional worker will help to raise the profile of unpaid carers in York and the work of York Carers Centre by being a stallholder at a wide range of events across the city. Events range from information days at places like York hospital, GP surgeries, libraries to fundraising stalls at carnivals, residents days, festivals and other fun occasions. The events can take place at any time and the postholders will be able to select events that fit in with their other commitments.

### **Key Relationships**

Carers in York

Carers Centre team

Voluntary sector organisations and their representatives

Colleagues in CYC, PCT and other statutory agencies who work with carers

Local communities

PRTC and other PRTC Carers Centres

Carers UK

## **Core Functions**

- Transport self to the event ( reasonable expenses will be paid)
- Help set up and take down the stall and information displays at the event including setting up games, promotional banner, leaflets, donation tins, registration forms
- Liaise with event organiser to ensure that any instructions relating to health & safety, risk, fire procedures etc are followed
- Check and refer to risk assessment that will have been carried out by YCC
- Engage with members of the public in a professional way and try and get them to visit the stall
- Where interest is expressed by members of the public advise them of the work of YCC and offer a leaflet/further information
- If a carer is identified collect contact details and offer to register them at the event or for colleagues to send a pack out if preferred
- Where appropriate collect donations from the public in donation tin, ensure that money collected is stored securely prior to being passed to York Carers Centre

## **Education and Training**

- The volunteer will receive the necessary training to undertake these duties

## **Departmental Policies and Procedures**

The Carers Centre is subject to complex departmental policies, procedures and monitoring systems. All volunteers are expected to adhere to these procedures, contribute towards their development and to maintain good practice initiatives at all times.

## **Confidentiality**

Attention is drawn to the confidential nature of information collected within the Carers Centre. The unauthorised use or disclosure of client or other personal information is a dismissible offence and in the case of computerised information could result in prosecution for an offence or action for civil damages under the Data Protection Act.

## **Equal Opportunities**

York Carers Centre recognises that many people in our society experience discrimination or lack of opportunity for unfair reasons, including race, religion, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability or non relevant criminal convictions.

## **Volunteer Role Agreement**

**(Please print name)**.....

**Signature**

..... **Date** .....

**Supervisor**

..... **Date** .....

**Carers Centre Manager** .....

**Date** .....

**To be reviewed at next appraisal interview**