

Role Description: Newsletter Volunteer , York Carers Centre

Base : Priory Street, York

Organisational Relationships

Responsible to: Admin Support Worker

Accountable to: Carers Centre Manager

Organisational Chart



Role Summary

The Newsletter Volunteer will assist YCC with sending out the quarterly newsletter by coming in to the Carers Centre once every 3 month to envelope it and stick on labels.

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 advice services

PRTC and other PRTC Carers Centres

Carers UK

Core Functions

- Fold newsletter
- Insert newsletter into envelope
- Stick labels to envelope

Education and Training

- The volunteer will receive on the job training as required.

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