

Community Noticeboards

Volunteer Role Description

Department: Compassionate Communities	Location: Hospice & Community
Responsible to: Community Volunteer Coordinator	Vol Type: Standard
Length of role: Long term	Context: Community

Availability: Flexible

Frequency: minimum of half a day per week

Outline of Role:

Compassionate Communities aims to empower people by encouraging them to join social networks and connect with each other. Research shows that having more connections – with family, friends, neighbours, and social groups – helps people cope better with significant life events like illness, frailty, and loss.

As a Community Noticeboards volunteer, you will keep our community noticeboards up to date and relevant. This simple but effective task helps raise awareness about community activities and invites socially isolated individuals to join in, participate, and feel supported during tough times. Your efforts will play a crucial role in fostering connections and building resilience within our community

Role tasks:

Community Notice Board at St. Michaels Hospice

- Updating the St. Michael's Hospice community noticeboard (Upper Maze Hill site) to support clinical teams in their awareness of relevant community offers, in order to signpost efficiently for their clients/patients and families.
- Exploring and collecting leaflets regarding what is being offered in the community of Hastings and Rother, for posting on the community noticeboard.
- Reviewing and updating the content of the noticeboard to ensure it is kept up-to-date with relevant and appropriate notices
- Making calls or emails to community organisations to hear about updates (this could be done in the office or remotely at home as appropriate)

Community Notice Boards around Hastings & Rother

- Updating and maintaining community noticeboards in St. Michael's Hospice retail shops with the relevant community offers for each area (e.g. Battle, Rye, Bexhill, Hastings, St. Leonards, Sidley)
- Role will develop to include travel into the wider community, making links and adding St. Michaels Hospice information leaflets/ posters to relevant community noticeboards around Hastings & Rother
- Regularly reviewing community noticeboards across Hastings & Rother to ensure that any St. Michael's information on display is current and relevant

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Skills and Experience Required:

- As this role includes travel across Hastings and Rother, the ability to drive and use of own vehicle is essential for this role
- Must possess a clean, current driving licence
- An appropriate level of personal fitness, as this is an active role
- Good teamworking and communication skills, as you will be part of a larger team and often volunteering remotely
- A good eye for creating clearly laid out and visually pleasing visual displays

Personal Qualities Required:

- A curiosity about the community groups and the benefits of social support networks
- Confident and able to approach shops, groups and venues to enquire about their community notice boards
- Comfortable with approaching people to chat about community life
- Able to work independently, whilst being aware of the boundaries of the role
- An openness to learning new skills and availability to attend training for role as required.

Learning Needs:

Statutory

Training Module	Method	Renewal
Equality, Diversity & Human Rights for Volunteers	Volunteer Welcome Session or e-learning	3 years
Data Security Awareness for Volunteers	e-learning	3 years
Moving and Handling Level 1	e-learning	3 years
Fire Safety for Volunteers	e-learning	3 years
Lone Worker	e-learning	3 years

**We anticipate that this learning will take between two and three hours depending on your level of experience in using online platforms. Support is available if you do not have access to a computer at home, or would like assistance in to complete the training. Please contact Voluntary Services for more information*

Mandatory:

Volunteer Welcome Session

Drivers documents check (*inc MOT and insurance for driving own vehicle for volunteer role*)

ROSPA handbook

Role Induction (*including role-specific H&S and Lone working measures*)

ID Badge

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Departmental support:

Day to day support will be provided by the Community Volunteer Coordinator, who will also advise on updates and invite to community volunteering gatherings and celebrations.

As part of this role you will be reimbursed for pre-agreed mileage expenses for activities relating directly to your volunteering role.

DBS:

A DBS check is not required for this role

Role description read and agreed by:	
Signed:	
Date:	