

# VOLUNTEER ROLE DESCRIPTION



**Volunteer role title:** Event Volunteer

**Email:** south.east@diabetes.org.uk

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## **Overall purpose of volunteer role:**

To act as an Awareness Event volunteer: to raise awareness of diabetes and Diabetes UK and promote healthy lifestyle messages.

You will work with the regional office to organise and deliver events in the local area, and support staff at large events, for example Roadshows and Living with Diabetes Days.

## **About the South East Team**

The South East team supports Diabetes UK activity in the region. This includes awareness raising, influencing decision makers to improve the provision of diabetes care locally, volunteer promotion and development, and fundraising.

We are based in Epsom and cover Kent, Surrey, West Sussex, East Sussex, Hampshire & Isle of Wight, Buckinghamshire, Berkshire, Oxfordshire and the Channel Islands.

## **Main elements of volunteer role:**

Awareness Event volunteers will support Diabetes UK staff at larger events, for example Roadshows, but also attend smaller events on behalf of Diabetes UK, to host a diabetes awareness stand.

Volunteers will:

- Talk to members of the general public in a friendly and enthusiastic manner to raise awareness of diabetes and Diabetes UK
- Offer appropriate Diabetes UK publications/materials
- Motivate people who are at risk of diabetes to go their G.P for a diabetes test
- Answer general queries and direct any medical or other specific questions to the appropriate member of staff or their GP.
- At Roadshows talk to the public and encourage them to have diabetes risk score
- Approach local organisations and group to arrange awareness stands at events
- Support other Diabetes UK events in your local area, for example, Living with Diabetes Days, Putting Feet First events, Big Collection and sporting events.

## **Timescales** (e.g. hours, day or length of volunteering role)

This is a very flexible volunteer role; you will have the opportunity to select which events you can attend. You can fit your volunteering round your existing commitments.

You will need to:

- Attend a training session, which take place in our Epsom office over one day

- Complete at least one event every other month
- Source opportunities and promote yourself locally
- Keep up-to-date on Diabetes UK safeguarding policies
- Keep up-to-date on Diabetes UK services, campaigns and key messages.

**What we are looking for:**

- Confident at working with members of the public
- Good communication and listening skills
- Ability to work as part of a team
- Enthusiastic and outgoing
- Ability to work using own initiative
- An interest in community-based health promotion work
- Ability to maintain confidentiality
- A commitment to support the work of Diabetes UK and represent Diabetes UK in a positive way
- A willingness to attend all briefings and trainings related to your role
- Time to attend at least one awareness event every other month and ideally one roadshow, where appropriate
- Knowledge of diabetes would be an advantage

**What we can offer you:**

- Opportunity to contribute to an important area of work, which promotes healthy lifestyles and raises awareness of diabetes.
- Information and materials to help you carry out your role effectively
- Recognition of the role that you are carrying out in support of Diabetes UK
- Training, guidance and support
- An opportunity to feed back about the events you attend
- Reimbursement of agreed out of pocket expenses incurred while carrying out activities on behalf of Diabetes UK e.g. travel and lunch
- Diabetes UK commitment to Health and Safety and Equal Opportunities Policy
- Experience of working in the charity sector.

**We hope you will:**

- Support Diabetes UK in its work and carry out your volunteer role to the best of your ability.
- Support Diabetes UK procedures and standards by:
  1. Being aware of your own health and safety and of that of others
  2. Respecting others and treating people equally irrespective of age, race, sex, class, economic status, disability, sexual orientation and religious belief.
- Ensure all activities undertaken in the name of Diabetes UK achieve the charitable aims and objectives and do not bring the organisation into disrepute.
- Be accountable and accept constructive comments
- Meet time commitments and standards agreed, and give reasonable notice when unavailable, so other arrangements can be made.