

# KNOW YOUR RISK VOLUNTEER ROLE DESCRIPTION



**Volunteer role title:** Know Your Risk Volunteer

**Department:** Engagement

**Team:** South East

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## **Overall purpose of Know Your Risk volunteer role:**

At organised Diabetes UK events:

- To use the diabetes risk score to inform members of the public of their risk of developing Type 2 diabetes.
- To raise awareness of the risk factors of Type 2 diabetes, and to encourage people to get tested by their healthcare team if they are at risk.

## **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 Know Your Risk volunteer role:**

The location of events range from roadshows in market squares and high streets to big events such as melas and county shows and in house for some corporate organisations.

Each event will vary but generally we will be looking for Know Your Risk volunteers to:

- Talk to members of the general public in a friendly and enthusiastic manner to raise awareness of diabetes and Diabetes UK
- Talk to those at risk of diabetes and encourage them to find out their risk on the unit

- Carry out the Type 2 diabetes Know Your Risk process on members of the public at Diabetes UK events using the appropriate resources and training provided. This includes:
  - Measuring individual's height, weight and waist circumference
  - Calculating their BMI
  - Taking them through the Know Your Risk form and explaining their risk of developing Type 2 diabetes
  - Encouraging them to go to their GP or practice nurse to have a test for diabetes, if appropriate
- Offer appropriate Diabetes UK publications/materials
- Answer general queries and direct any medical or other specific questions to the appropriate member of staff or alternative channels e.g. Diabetes UK resources or Healthcare information
- Encourage people with diabetes to leave their details so that we can send them further information

Please note as part of the Know Your Risk training you will be assessed at the end of the training to ensure that you have understood the learning requirements of the training and are confident in putting the skills you have developed into practise at our events. Your commitment to Diabetes UK and any other volunteer roles you may carry out within the organisation are not being judged, we simply want to ensure that we have the right people for this role.

**Timescales** (e.g. hours, day or length of Know Your Risk volunteering role)

The timing of the events will vary. Many events will take place during the week and will last from approximately 10am – 4pm; however, we will also be looking for volunteers that can help out during the weekend and in the evenings.

We anticipate that you would commit to a minimum of two events a year

### **What we are looking for:**

- An interest in community-based health promotion work
- Confident working with members of the public
- Good communication and listening skills
- Enthusiastic and approachable
- A friendly and supportive approach

- Ability to work as part of a team
- Commitment to attend all briefings and training relating to your role
- Commitment to follow confidentiality and data protection policies
- A commitment to support the work of Diabetes UK and represent Diabetes UK in a positive way.

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#### **What we can offer you:**

- Full training and follow up training to carry out your role
- Ongoing support information and guidance
- 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
- 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, including travel outside your local area

#### **We hope you will:**

- Support Diabetes UK in its work and carry out your Know Your Risk volunteer role to the best of your ability.
- Complete all required Know Your Risk volunteer training
- 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.
- Follow relevant Diabetes UK policies and procedures
- Be accountable and accept constructive comments
- Meet time commitments and standards agreed, and give reasonable notice when unavailable, so other arrangements can be made.

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## **Confidentiality**

The matter of confidentiality is very important. Diabetes UK is trusted by others with sensitive information. We therefore ask that should you work with confidential information you ensure that confidentiality is upheld.

## **Intellectual Property**

The work you do for us is important to us and we value the rights that may exist in any work which you undertake. In some cases, it may be vital that we own and can prove we own such rights. Accordingly, we may ask you to complete, sign and return a separate assignment of such rights.

The purpose of this role description is to set out the expectations of both parties. It is not the intention of either party that the volunteering has the purpose or effect of creating a legally binding contract or an employment relationship between parties.

Thank you for volunteering for Diabetes UK. We very much appreciate your volunteering for us and will do our best to make your volunteer experience with us enjoyable and rewarding.