

# Volunteer

## Role Description

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

**Department:** Volunteering

**Team/office:** Diabetes UK Cymru

**Main contact:** Amie Phillips

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### Overall purpose of volunteer role:

To help members of the public know their risk of developing Type 2 diabetes. To raise awareness of the risk factors of Type 2 diabetes and to encourage people to make lifestyle changes to reduce their risk of developing the condition.

### Main elements of the role:

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

- Talk to members of the general public in a friendly and enthusiastic manner to raise awareness of diabetes and its risk factors
- Encourage members of the public to know their risk of developing Type 2 diabetes at Diabetes UK roadshows and 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 risk questionnaire 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
  - Encouraging them to make lifestyle changes to reduce their risk of developing the condition
- 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

Please note as part of the Know Your Risk training you will be assessed to ensure that you have understood the learning requirements of the training and are confident putting the skills you have developed into practice at our events.

### **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 volunteer role to the best of your ability.
- Complete all required volunteer training
- Support Diabetes UK procedures and standards by:
  - a) Being aware of your own health and safety and of that of others

b) 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.

### **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.