
ARTHRITIS CARE VOLUNTEER ROLE DESCRIPTION

INFORMATION VOLUNTEER



- Volunteer Position: Information Volunteer
- Responsible to: Information Services Manager
- Purpose of Role: To assist in the provision of information (eg. Leaflets, posters and information days) to people with arthritis in an agreed area.
- Your activities may include:
- Identifying and targeting a range of suitable local outlets for information about arthritis and Arthritis Care (eg. Hospitals, GP surgeries, libraries etc.,)
 - Ensuring the supply of up-to-date and relevant information to such outlets and services
 - Liaising with health professionals and other staff at the outlets with regard to the service you provide and the needs of the outlet
 - Representing and promoting Arthritis Care eg. At exhibitions and information points and local forums
 - Raising awareness of the needs of people with Arthritis
 - Delivering standard presentations to local community groups
 - Available to respond to specific enquiries when requested
- Responsibilities:
- To keep accurate monthly records of work and provide copies to the Information Services Manager along with a personal expenses claim form
 - Locations: As agreed with the Information Services Manager
 - Commitment to keep up-to-date with resources and services provided by Arthritis Care
 - To attend support sessions and training events
- Estimated hours:
- 4-12 per month or as agreed with your Manager
- Skills/Knowledge:
- Ability to communicate effectively
 - Good listening skills
 - Commitment to / enthusiasm for information provision
 - Good knowledge of agreed area
 - Understanding the principles of self-help
 - Sensitive to individual needs and the need for confidentiality
 - An understanding of disability issues