

Role Description

ROLE TITLE: Awareness Volunteer – Compass Carers

ROLE LOCATION: Various – within the GP Federation Areas of Somerset

RESPONSIBLE TO: Awareness Coordinator

Objective

To assist in the publicising and raising awareness of the Compass Carers Service by attending awareness events in identified area(s) of Somerset and by liaising with external organisations with a view to them displaying Compass Carers literature and promoting the service.

Main Duties

- To understand the Compass Carers Service and what it provides.
- To help to improve the public knowledge and perception of what the Compass Carers Service is.
- To liaise with the Awareness Coordinator to identify appropriate awareness events in identified areas of Somerset where the Compass Carers Service information can be distributed or information given.
- To liaise with the Awareness Coordinator to obtain supplies of relevant information and other materials needed for the identified event(s).
- To attend and help set up at the identified event.
- To integrate with people attending such events to share information with them and to tell them about the Compass Carers Service
- To identify and contact appropriate organisations, commercial outlets, groups and individuals, who will take information about the Compass Carers Service and promote it.
- To visit appropriate venues to distribute the appropriate literature.
- To attend appropriate meetings to give information on Service provided.
- To observe confidentiality at all times.

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- To carry out administrative and other tasks to help the organisation generally, as agreed with the Volunteer.
- To maintain a positive and professional image of the organisation at all times.
- To be aware of and adhere to Compass Disability Services' policies and procedures at all times.
- To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
- To commit to the necessary training and development activities in order to fulfil the role and your potential.

Person Specification

An understanding of and empathy with the role of a Carer. Current or past experience of being a carer would be desirable.

Good communication skills.

Ability to work under own initiative.

Good organisational skills and an eye for detail.

An ability to work to deadlines.

A strong commitment to equality of opportunity for all sections of the community and an understanding of disability equality.

Terms of Engagement

Voluntary position

Working Hours

Negotiable

Remuneration

This is a voluntary position. Reasonable expenses as detailed in the Volunteer Expenses Policy will be claimable

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