



Vaccination Support Volunteer – Role Description

The role

Volunteers are needed to help support Vaccination sites across North and South Warwickshire in response to the COVID-19 pandemic; helping our communities to keep safe.

Vaccination Sites are being set-up across Warwickshire, and we need volunteers to work in front-facing roles to do the following:

- Help people to register on arrival.
- Provide reassurance and a friendly face.
- Give out information and answer any questions.
- Help to manage the flow of people and guide them around sites, keeping everyone safe and ensuring the sites are well run.

Volunteers will not be asked to get involved with administering the vaccination, this will be undertaken by members of the site staff.

The health and safety of all volunteers, staff and visitors will be of paramount importance. COVID-19 safety measures and guidance will be applied at all times. Appropriate PPE will be issued to volunteers.

The benefits

- An opportunity to be part of this major initiative in the fight against COVID-19.
- An opportunity to be part of a strong and dynamic team.
- An opportunity to learn new skills and work in a different environment.
- An opportunity to give something back to your local community.
- Increase self-confidence and sense of purpose.
- Connect to others with different outlooks and experiences.
- Improve your physical and mental wellbeing.

Requirements

Volunteers must:

- Have the ability to communicate effectively with other volunteers, staff and especially members of the public.
- Have the ability to communicate and engage with people of all ages, backgrounds, cultures and abilities.
- Be reliable, confident and responsible, with enthusiasm and effective interpersonal skills.

- Have the ability to cope with the duties and responsibilities of the role and the associated environment.
- Have a patient, friendly, approachable manner.
- Be able to follow guidelines/instructions in a busy environment.

Extra information

- Location: multiple locations across South and North Warwickshire.
- Volunteer testing: all volunteers will be asked to undertake a lateral flow test twice weekly themselves, when on the site.
- Time commitment: ideally volunteers are asked to undertake one 4-hour session or more a week, but we can take people for 2-hour sessions if 4 hours is too long.
- Age limit: considering the nature of the role, it has a lower age limit of 18 years.
- Role of Warwickshire Community and Voluntary Action (WCAVA): to provide support to the Primary Care Networks (PCNs) and the Vaccination Programme in respect of the recruitment and management of volunteers.
- Volunteers report to: Vaccination Site Manager and WCAVA Volunteer Team Leader.
- Induction and training: provided.
- Clothing: volunteers are expected to wear smart casual clothing, including appropriate outdoor clothing if required. Volunteers will be provided with any additional clothing required to perform specific tasks.
- Data: volunteers will be asked to sign a confidentiality agreement.
- Travel expenses: volunteers will work from an assigned location and will be responsible for their own home to base and base to home travel expenses.

About the Vaccination Programme

The Vaccination Programme will proceed in line with government guidelines and the priority tier system put in place.