

<b>Job title</b>	<b>Volunteer Officer</b>
<b>Location</b>	<b>Guildford, Surrey</b>
<b>Salary</b>	<b>£26,000 per annum</b>

Healthwatch Surrey is an independent Health & Social Care watchdog. Talking directly to local people about their experiences of the NHS and social care is core to what we do, and the feedback shared with us helps to shape and change services for local people. We depend on our team of volunteers to help us do this.

We are a small, friendly Guildford based company looking for an enthusiastic individual to successfully shape and deliver the Healthwatch Surrey volunteer strategy, recruiting, supporting, training and retaining volunteers that work with us.

We are looking for someone who can demonstrate experience working with volunteers or with people in unpaid roles in the community. The successful candidate will be able to show an understanding of the motivation of volunteers and the challenges involved in recruiting, training and retaining volunteers. Building new (and expanding current) local volunteer groups will be an integral part of this role and candidates should be able to demonstrate experience in building teams of volunteers.

The volunteer officer will be responsible for overseeing all our volunteer activity. Some of the main tasks would include; setting up volunteer groups across Surrey, volunteer recruitment activity, keeping in touch with our volunteers, processing expense claims, timesheets, arranging DBS checks, checking references, event organisation and developing new ways to keep our volunteers engaged and motivated in their roles.

Some travel within Surrey will be required, therefore a full clean driving licence and use of your own car is essential for the role. Ideally this is a full-time position (37.5hrs), but part time working would be considered for the right candidate. We are flexible about hours and days and some home working will be included. Pro rata salary will be based on number of hours agreed.

For more information about Healthwatch Surrey as well as the detailed job description and person specification for this role please visit: [www.healthwatchesurrey.co.uk](http://www.healthwatchesurrey.co.uk).

Please send your CV and cover letter to [recruitment@healthwatchesurrey.co.uk](mailto:recruitment@healthwatchesurrey.co.uk).

**PLEASE NOTE: ONLY applications that include a detailed cover letter which demonstrates how you meet the person specification will be considered for the post.**

Deadline for applications: Friday 18<sup>th</sup> June 2018

*Please note: depending on the volume of applications we receive for this post we may not be able to respond individually to all applications. Successful candidates will be notified by 20<sup>th</sup> June 2018.*