

Volunteer Role Description:

Job Title:	<i>Virtual Lifestyle Advisor</i>
Location:	<i>Nottinghamshire Integrated Wellbeing Service</i>
Hours:	To be agreed
Accountable/Responsible to:	<i>Integrated Behaviour Coordinator</i>
Staff Accountable to Postholder:	None

ABL is an exciting fast-paced, growing community health organisation. As an experienced, CQC registered, provider of community health services, we are passionate about delivering evidence based, innovative, effective and relevant health care services in partnership with individuals, communities and stakeholders.

We are a value`s driven organisation, dedicated to reducing health inequalities and improving people`s lives. This is a great opportunity to work with in a close team of committed professionals and you share our values of designing and delivering health services that are:



People powered



Bold



Effective



Thoughtful

We do this by supporting people to become active participants in their health

Role Purpose:

Your key responsibilities will be:

- *The ability to support virtually across the organisational footprint.*
- *Support service delivery (groups and 1 to 1) – this could include exercise, nutrition, smoking and alcohol, goal setting and reviews.*
- *Contribute to social media and website content.*
- *Undertake and complete all mandatory e-learning modules (Health and Safety, Safeguarding Children and Adults Level 1, Equality and Diversity) and other organisational training (i.e. raising the issue of weight training, making every contact count training, first aid, alcohol champion training, NCSCT training, exercise qualifications).*
- *Contribute to the development of curriculum resources.*
- *Computer literate – ability to use Zoom, Teams, Skype. Use of personal IT equipment.*
- *Desirable: Qualifications or experience in exercise or nutrition.*
- *Must be willing to undertake an Enhanced DBS check (this will be paid for and administrated by ABL Health).*
- *Fulfil duties in line with the ABL Volunteer Handbook.*

Duties and Responsibilities

This role will be supported by *one of our healthy lifestyle advisors* under the line management of the *integrated behaviour coordinator*. All ABL volunteers are offered supervision and support, the frequency of these sessions will be agreed based on the regularity with which you volunteer.

Skills and Competencies we look for in volunteers:

- Ability to understand the importance and need for **confidentiality**.
- **Positive, proactive** and able to follow instructions with support.
- **Good Communication skills**.
- **Reliability**: we have an expectation that agreed hours be honoured (except for illness, accident or unforeseen circumstances). See the Volunteer agreement for details

Standard Information

Information Governance

Volunteers of ABL Health must comply with the provisions of GDPR and the Data Protection Act 2018. The postholder must not; either during the course of their volunteering, or following termination of their volunteering, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The volunteer will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The volunteer must comply with ABL's policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use. The volunteer will be responsible for maintaining records that fall within the remit of this role.

Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the volunteer is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, with the support of the volunteer lead, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Safeguarding is Everyone's Business

ABL has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all ABL's employees, temporary staff and volunteers are required to adhere to ABL's safeguarding policies / procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

Smoke Free

ABL is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The volunteer may be asked to attend relevant training, some of this may be mandatory to their role.

Equality, Diversity & Human Rights

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. ABL is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

Volunteer's Name and Signature:

Date:

Volunteer Manager's Name and Signature:

Date
