Role description for Data Entry Volunteer

Job title: Data Entry Volunteer

Reports to: Volunteer Coordinator

Description of Healthwatch Islington

Healthwatch will give people a powerful voice locally and nationally. At a local level, Healthwatch Islington will work to help local people get the best out of their local health and social care services. Whether it's improving them today or helping to shape them for tomorrow, Healthwatch Islington is all about local voices being able to influence the delivery and design of local services. Not just people who use them, but anyone who might need to in future.

Healthwatch Islington’s objectives are to:

Healthwatch Islington will improve the experience of residents using health and social care services in Islington by:

- Trying to influence local health and social care based on evidence collected from the local community;
- Providing information to local people about health and care services;
- Being the local consumer champion;
- Visiting local services power to observe and assess the quality of publicly funded health and social care services.

The role of the Data Entry Volunteer:

Key to Healthwatch Islington having an influence is the evidence it gathers and reports. Healthwatch Islington gathers views on health and social care in the community. These views and opinions are then logged and used to draw statistical data, compile reports and ultimately improve services in the borough. The Data Entry Volunteer will be an important part of this reporting and influencing process. The role of the Data Entry Volunteer is to:

- Accurately input data into spreadsheets and other database formats.
- Thoroughly double check information has been logged without errors.
- Be willing to participate in training and development.
- Adhere to Healthwatch Islington’s Code of Conduct.
- Participate in supervision meetings with the Volunteer Coordinator.
- Maintain confidentiality in accordance to our confidentiality policy.
Personal specification for Data Entry Volunteer:

- Attention to detail and accurate use of spelling and grammar.
- Basic knowledge of database software such as Microsoft Excel or Microsoft Access.
- Ability to work as part of a small team.
- Understanding of the importance of confidentiality.
- Ability to work alone or as part of a team.

Time commitment required:

6 hours per week with a commitment of 3 months. This opportunity will take place within 9am - 5pm, Monday - Friday. Days and times are flexible.

Recruitment Method:

All applicants should complete and return the Healthwatch Islington Volunteer Application Form by email or post to:

Paul Grant
Volunteer Coordinator, Healthwatch Islington.
paul.grant@healthwatchislington.co.uk
0207 832 5830
200a Pentonville Road, Islington, London, N1 9JP.

If you have any queries about the role or application process, please do not hesitate to call or email Paul Grant for further information.

Thank you for expressing your interest in joining Healthwatch Islington’s team.