

**Volunteer Role Description**

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| **Role Title:** | Health and Care Project – Digital Volunteer |
| **Where is the role based:** | The project works across the county with two Funding Officers – one in North and one in South Cumbria – the role could be home based with virtual meetings and occasional meetings (post Covid-19) in a venue near to volunteer. |
| **Role Purpose:** | To support the Funding Officers to develop the project’s digital delivery. We plan to have one virtual network event for Health and Care third sector organisations per month and once these are established we plan to develop online training sessions that would be recorded and available to projects following live delivery. |
| **Frequency:** | Half a day/ three to four hours per week – for development  Half a day per month – for helping to host online events |
| **Actual Hours:** | 10.30am to 1pm on first Friday of each month (session time 11am to 12.30pm). Four hours per week additionally – initially for three months, then reduced depending on your ongoing availability and the needs of the project. |
| **Key tasks:** | * Help develop the digital delivery and promotion of the Health and Care Project’s online events and activities * Utilise your digital and social media skills and knowledge to help promote and develop virtual network meetings and training events * Help to create posts for health and care related content on social media once per week * Assist with hosting virtual network and training events * Assist with recording and editing virtual training sessions |
| **Skills required:** | To have experience and knowledge of:   * Video conferencing platforms – Zoom * Recording, editing and uploading/ posting online content or willingness to learn * Social media – Facebook   To also be:   * Creative and innovative * Positive, with a problem-solving approach * Willingness to learn new digital skills |
| **What’s in it for the individual**  (list at least 4 benefits) | * Be a part of a welcoming, friendly and enthusiastic team * Utilise and develop your digital skills and knowledge * Learn more about virtual meeting and training development and delivery * Make a difference to the health and care Voluntary, Community and Social Enterprise organisations/ groups and the people they serve across Cumbria! * Be a part of something new!   The open development brief will enable you to be creative and innovative and bring your skills and ideas to make an important contribution to the development and delivery of new digital services to benefit people and services in Cumbria. |
| **Equipment required** | Access to the internet and a computer/ laptop – preferable.  Access to Zoom. |
| **Name and contact details of Volunteer Support** | Victoria Peake, Health and Care Project Funding Officer – South Cumbria, Cumbria CVS  Email: [victoria.peake@cumbriacvs.org.uk](mailto:victoria.peake@cumbriacvs.org.uk)  Mobile: 07436 163 836  Gordon Henry, Health and Care Project Funding Officer – North Cumbria, Cumbria CVS  Email: [gordon.henry@cumbriacvs.org.uk](mailto:gordon.henry@cumbriacvs.org.uk)  Mobile: 07516 504 539 |