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**Capturing Information Volunteer**

**Introduction to Healthwatch** BNSSG

Healthwatch is the champion for people using health and social care services. We listen to people’s views about health and social care service including their experiences and encourage health and social care services to involve people in decisions that affect them.

We work for positive change in health and social care as well as highlight good practice within services. We rely on volunteers to help make services better and would love you to join us.

**Capturing information**

One of Healthwatch’s statutory duties is to involve people in the scrutiny of health and social care services. Healthwatch Bristol captures information and communication from various Health and Social Care meetings. Your role will be to help us get the correct information by taking accurate notes from important meetings.

In addition to capturing the correct information, we are regularly invited to read over documents from health and social care organisations to ensure they are user friendly. We are also asked to provide feedback or comments on information produced and provided by health and social care organisations.

If you are passionate about people's voices and creating information to create change this role is for you. You will play an integral part in the information and feedback we recommend to Care and Quality Commission to help create change in Health and Social care.

 T**he role**

* Attending regular meetings
* Listening and taking accurate notes
* Typing up notes and emailing to staff member

**Skills required**

* Be confident attending meeting with a varied demographic of people
* Good writing and reading
* IT literate with own computer/laptop

**Time Commitment**

Varied times and days

**Training and Support**

You will receive an induction, training and will require a DBS check

**Volunteering with Healthwatch will give you the opportunity to:**

* Meet new people
* Play an important role improving health and social care.
* Learn new skills or improve existing skills.
* Gain experience that can be included on your CV plus use us as a reference after 3 months volunteering

**How to Apply**

If you would like an informal chat before applying, please contact Jacqui on 03300 553251or fill out the application form and EDF. Please send your completed application form to jacqui@healthwatchbnssg.co.uk