

Role:

COVID-19 Vaccination Programme Volunteer Coordinator

Department /Area: Central Location, Eastbourne

Purpose:

We require well organised, self-motivated individuals with an ability to think on their feet to help coordinate SCFT Vaccination Steward volunteers to support the National Vaccination Programme in Sussex. This will be an active, roaming volunteer role.

Key Tasks (what you will be doing):

- To support volunteers in their role as Vaccination Stewards-Staff Support, ensuring a smooth flow of members of the public entering the building for vaccinations
- To organise the volunteers on your shift, making sure everyone knows where they need to be based throughout the building
- Excellent communication with ability to support the WhatsApp group as an administrator alongside the Volunteer Vaccination Programme Administrator, ensuring appropriate content and removal of any volunteers who leave
- To support the Volunteer Vaccination Programme Administrator with rotas, trying to find shift cover if people call in sick or can't make a shift.
- To induct new volunteers using SCFT template
- To answer volunteer queries where possible, referring anything you can't answer or any serious issues to the Operations Manager/Manager in charge on site.
- To act as a Vaccination Steward-Staff Support when not needed elsewhere
- To follow UK government advice on hand hygiene
- To maintain confidentiality at all times
- To be comfortable communicating while wearing a face mask and appropriate PPE
- To keep good time-keeping and show regular commitment
- Active role

Boundaries (what you won't be doing):

- No clinical or medical advice
- No involvement in administering vaccines
- No lifting of heavy equipment
- No tasks outside this role description

Time commitment:

- Volunteers required for one or more of the following shifts: **8-2pm, 2pm-8pm Monday-Sunday.**
- Immediate start and be able to commit to at least 1 month
- Ideally able to keep to the same days

Location: Central Eastbourne

Requirements of the role:

Age: You must be 18 years or older to volunteer in this role.



Accessibility: The venue is fully accessible.

Pre-placement checks, training and support:

- You may need to undertake some specific online training
- You will receive a local induction and orientation. This will include any training that is relevant to perform your tasks
- Travel expenses will be reimbursed – please note, this may not be on the day
- Tea and coffee will be available
- You will have a named person for contact
- You will need to wear a face mask whilst volunteering

SCFT is committed to promoting the wellbeing of adults and children and protecting them from abuse and neglect.

Please note: volunteers will not be asked to help in ways which facilitate a decrease in paid employment. The work of volunteers will complement and not supplement that of paid employees of the Trust.



Excellent care at the heart of the community