

Healthwatch City of London is the champion of the public voice in health and social care services for City residents, workers and students. We are here to support the public to have their say about their care; and influence the design and delivery of local services. We also provide information and signposting about health and social care services.

Volunteer Role Description

Policy Assistant

Description

Do you have an interest in health and social care policy?

Would you like to gain skills in influencing, policy analysis, and the policy consultation and development process?

Our Policy Assistants will analyse key pieces of National and Local health and social care policy to provide briefings to the Healthwatch City of London team about key issues and possible implications of a policy for patients and the public. You will also assist in drafting policy consultation responses based on consultation with City residents, workers and students.

You can also attend meetings and forums on our behalf; using the views and information that has been gathered by us to represent the views of patients and the public in the City, to influence decision makers.

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| <p>Purpose of the Role</p> | <p>To support Healthwatch City of London with its policy related activities.</p> |
| <p>Key Activities</p> | <p>This role is flexible. You can choose what you wish to get involved with and for how long, based on your skills and interests. Activities include:</p> <ul style="list-style-type: none"> • Analysing key policy documents and meeting papers to provide briefings for staff and service |

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| | <p>user representatives.</p> <ul style="list-style-type: none"> • Working together with staff and Information Analyst volunteers to develop policy consultations and draft consultation responses. These are both local and national and you will use the views gathered from patients and the public and consider the perspective of the public voice in the design, development and delivery of services. • Representing the views of patients and the public at meetings; based on the evidence and information Healthwatch City of London has gathered. • Reporting back to Healthwatch City of London key points of the meetings attended. <p>A commitment of 3 - 6 months is requested.</p> |
| <p>Essential skills and Knowledge</p> | <ul style="list-style-type: none"> • Good communication skills: written, listening & verbal. • Ability to analyse documents and draw out key points. • Ability to conduct desk research. • Ability to synthesise the views of the public, and sources of evidence, to compile consultation responses. • Ability to work with others as part of a team. • Good organisational skills. • Understanding of confidentiality. |

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| <h2>Attitudes and Values</h2> | <ul style="list-style-type: none"> • Desire to improve health and social care services in the City of London • Ability to work as part of the Healthwatch City of London team. • Sociable and friendly • Non judgemental • Committed to anti-discriminatory practice and equal opportunities • Reliable & trustworthy • Respectful of confidentiality • Commitment to the Healthwatch City of London Volunteer Code of Conduct |
| <h2>Other Requirements</h2> | <ul style="list-style-type: none"> • Undertake our Healthwatch City of London Induction. • Attend support sessions/ training relevant to your chosen tasks. |
| <h2>Support</h2> | <ul style="list-style-type: none"> • Supervision/ debrief sessions • Support/Training to carry out the role |
| <h2>What will you gain</h2> | <ul style="list-style-type: none"> • Experience of and skills in policy analysis. • Experience of the health and social care policy environment. • Experience of and skills in the policy development and consultation process. • Experience of working within a voluntary sector organisation. • Skills in influencing decision makers and championing the public and service user voice. • Training. |

To apply please download and complete our volunteers application form on our website www.healthwatchcityoflondon.org.uk and return it to info@healthwatchcityoflondon.org.uk

Alternatively for a copy of the application form you can contact us at info@healthwatchcityoflondon.org.uk or write to us at Healthwatch City of London, Portsoken Community Centre, 14-16 Little Somerset Street, E1 8AH.