



Covid-19 Volunteering

Volunteer role description

 vcsutton.org.uk
 020 8661 5900
 info@vcsutton.org.uk

Covid-19 Vaccination Programme
 Volunteer Site Marshal

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| Organisation | This is a coordinated effort between NHS Sutton CCG and Volunteer Centre Sutton |
| Project | Covid-19 Vaccination Programme |
| Role Title | Volunteer Site Marshal |
| Responsible to: | Volunteer Centre Sutton – Assigned Volunteer Coordinator |
| Location | Nonsuch Mansion, Nonsuch Park, Ewell Rd, Cheam, Sutton SM3 8AL |
| Commitment | <p>We anticipate that the Covid-19 Vaccination Programme will run for at least three months, so you do not need to commit to volunteering every day. On the application form, please specify your availability.</p> <p>The volunteer shifts will be broken down to a morning or afternoon shift (7.30 – 13:00), (12:30 – 18:00), but this might be subject to change.</p> |
| Purpose of Role | To support the Covid-19 Vaccination Programme and safely direct patients to the entrance of the vaccination site. |
| Role Description | <p>Please note, the volunteer role predominantly involves directing and supporting patients outside.</p> <p>Volunteer Site Marshal</p> <ul style="list-style-type: none"> • Providing site guidance and ensure car parking spaces for patients are maintained, directing patients as required and preventing blockages • Conveying patients in wheelchairs between Nonsuch Mansion car park and Nonsuch Mansion |



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
 Company type: Charitable incorporated organisation
 Company number: CEO19319 Registered Charity No. 1048978



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| | <ul style="list-style-type: none"> • Welcoming patients onto site, handout NHS patient consent forms and help answer any questions • Following Public Health England (PHE) guidance on COVID-19 prevention measures, including hands, face and space, social distancing and other guidelines, ensuring compliance by all on Covid-19 secure site • Helping ensure bollards and ones are in the correct position <p>Lead Volunteer Site Marshal</p> <p>If any volunteers are particularly interested in becoming a Lead Volunteer Site Marshal, the team are happy to explain the role in more detail at the site induction. The role will include:</p> <ul style="list-style-type: none"> • Liaising with Lead Volunteer Site Marshal in each location to determine capacity across each car parks and at the entrance on Nonsuch Mansion • Using the walkie talkie to disseminate information and help trouble shoot any issues and escalate if required • Ensuring patient consent forms, pamphlets, torches, anti-bacterial wipes and pens are in position at each location • Liaising with NHS staff and Volunteer Centre Sutton over any additional resources required |
| <p>Attitude</p> | <ul style="list-style-type: none"> • Have a helpful and caring manner and can offer a warm welcome to patients entering the site • Good communication skills with an ability to respond to issues if they arise • Reliable and trustworthy and able to respect confidentiality, as you might have access to sensitive information <p>Due to the nature of the role, volunteers will need to be over 18+</p> |
| <p>Training and Induction</p> | <p>Online Training Course</p> <ul style="list-style-type: none"> • GDPR Data Protection • Basic Life Support (BLS) training • Manual Handling • Anaphylaxis |



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| | <p>Induction</p> <p>Your on-site induction will provide you with an opportunity to get to know the wider team and ensure that you are familiar with the role and feel comfortable on-site. The induction will lead straight into your first shift, which will give you a taster of what the role will entail.</p> <p>Prior to starting, you will be given a guidance document and short site induction video that provides an overview of the role, key information and our Volunteer Centre Sutton policies and procedures.</p> |
| DBS | <p>You will need an up-to-date DBS, or be willing to undertake a DBS (free for Volunteers)</p> |
| Support and supervision | <p>A Volunteer Coordinator will be always on-site, to ensure that you are happy in the role and are able to discuss any questions, concerns or feedback that you might have.</p> |
| Volunteer Expenses | <p>Volunteer Centre Sutton will reimburse reasonable out-of-pocket travel or food expenses of up to £5.00 per person, per shift.</p> <p>All expenses must be agreed and signed off by your Volunteer Coordinator and submitted on the expense claim form on a monthly basis, either by email or in person. We will only be able to reimburse you for the amount specified and payment will be made by bank transfer. Please provide valid receipts to your Volunteer Coordinator.</p> |
| Recruitment Method | <p>Complete Covid-19 Vaccination Scheme Volunteer Registration form</p> <p>If successful, you will have an informal discussion with Volunteer Centre Sutton by phone</p> <p>If you have any further questions, please email info@vcsutton.org.uk</p> <p>We looking forward to hearing from you!</p> |



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