



Black Country

HEADWAY BLACK COUNTRY

Martin Hill Street
 Dudley
 West Midlands
 DY2 8RT

Role Description

POSITION	Outreach and Promotion Volunteer
COMMITMENT	Minimum 3 hours a week for six months
RESPONSIBLE TO	Chief Officer
ROLE SUMMARY	To raise awareness of Headway Black Country, through social media, promotions and events including contact with head injury survivors, their carers and associated healthcare professionals.
LOCATION	Across the Black Country

Main tasks and responsibilities:

1. To promote Headway Black Country through independently manning stalls at hospital and other community health, social care and voluntary organisations. This will be primarily during weekday afternoons.
2. To assist with social media, web site and other marketing/event
3. To liaise with organisations and organise setting up promotional stalls.
4. To provide a 'listening ear' to head injury survivors and carers.
5. To communicate with health and social care professionals the work of Headway Black Country.
6. To have a good working knowledge of the services Headway Black Country provide, following experience and training, which will be provided.
7. To occasionally support carer events. These may be held in the evening.
8. To have a driving licence and use of a car to attend community locations.
9. To comply with any reasonable instruction given by a member of staff as part of the day-to-day running of Headway.
10. To participate in regular supervision.
11. To comply with Headway Black Country's policies and procedures. This includes presenting yourself in a professional manner, maintaining client confidentiality and working in a way that keeps Headway a safe and healthy environment.