

# Office Volunteer

## Overview

**Healthwatch Manchester** is a not-for-profit, independent organisation here to champion the rights of people involved with and affected by health and social care services in Manchester. We are here to give these people a powerful voice so they will be heard by those who plan, run and regulate services and who have the power to influence and improve these services across Manchester.

## What does the role entail:

The role is extremely diverse and as such may include any of the following:

- Production of online resources for the Healthwatch Manchester website
- Data handling - Regular monitoring of outgoing data to ensure it is accurate and up to date
- Cross team interaction with different branches of the organisation

## What we believe will help you settle in to the role:

- Excellent Communications Skills
- Strong Interpersonal Skills
- Ability to accurately collect and record data
- Experience of using Microsoft Office Suite
- Effective time and workload management skills

## What Healthwatch can offer you:

- A dynamic working environment
- Office Management Skills
- The opportunity to influence positive change in the local community
- Extensive and ranging training exercises

## How to Apply:

You can apply for this role either by filling out our online application form or requesting an application pack by email from [info@healthwatchmanchester.co.uk](mailto:info@healthwatchmanchester.co.uk)

If you have any questions or want to find out more, please call us on **0161 228 1344** or email [info@healthwatchmanchester.co.uk](mailto:info@healthwatchmanchester.co.uk)

Please outline any accessibility requirements that you may have in the application form.