



Medway Community Based Researcher

Volunteer Role Description

Purpose of role

Our research volunteer role requires someone who is interested in helping to plan, conduct, analyse and disseminate health research for Medway Public Health. You will learn skills that help you develop and deliver effective research and work on research projects that increase health understandings and improve health outcomes in Medway, beginning with a project around MSM (men who have sex with men) accessing sexual health services.

Duties & Responsibilities

1. Attend training sessions around public health research approaches
2. Assist in designing effective interviews, focus groups, surveys and questionnaires
3. Analyse results looking for patterns
4. Make recommendations based on findings
5. Produce written reports with project leads
6. Share findings and reports with Medway council and other stakeholders

Skills/Experience/Knowledge

1. Be a resident of Medway with sufficient time to give to the role
2. Identify as MSM (a man who has sex with men), gay, bisexual or trans.
3. Have an awareness of, or personal interest in, health and/or social care services.
4. Good verbal and listening skills
5. An interest in carrying out research
6. Computer literate with a good working knowledge of Microsoft Office
7. Experience of writing research reports (desirable)
8. Experience of handling data according to data protection policies (desirable)

9. Experience of presenting research findings to a variety of audiences (desirable)
10. Be able to work under own initiative
11. Excellent organisational skills

The following skills, experience and/or qualifications required for this opportunity are (E)ssential or (D)esirable:

- Resides in Medway, or can easily volunteer in Medway (E)
- Previous experience or interest in public health (E)
- Professional, non-judgemental approach to issues affecting public health (E)
- Excellent listening skills (E)
- Excellent communication skills (E)
- Interested in learning research skills (E)
- Willingness to attend supervision and meetings as required (E)
- Willingness to attend all training as required (E)
- Reliable and punctual (E)
- Good Sexual Health and HIV awareness (D)
- Experience of communicating with a diverse range of people (D)
- Experience working with other volunteers (D)
- Experience running, or supporting the running of, focus groups or interviews. (D)

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

X	Area Of Interest	X	Type of Activity
	Animals	X	Administration
	Art and Culture		Advice work
	Children		Architecture and building work
X	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
X	Drugs and addiction		Campaigning and lobbying
X	Education and literacy		Caring
	Elderly		Catering
	Employment	X	Community Work
	Environment		Computers and technology
	Families		Counselling
X	Gay, Lesbian, Bi and Trans-sexual		Driving
X	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising
	Human and Civil rights		Hostel work
	International aid		Languages

	Legal Aid and Justice		Legal work
X	Mental Health		Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Board of Trustees/ Management Committee
	Prisoners and ex-offenders		Under 16 volunteering
X	Race and Ethnicity and Refugees		
X	Religion		
	Sport and outdoor activities		
	Women's Groups		
X	Youth		

The volunteer recruitment and selection procedures used are:

Application form	X	Police checks/DBS Disclosure	X
Induction	X	References	X
Formal interview	X	Trial period	X

Age/gender restrictions	Volunteers must be over 18.
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The following conditions apply to this volunteering opportunity:

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4 hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Public health knowledge and research skills training, are provided Volunteers must attend regular supervision as agreed.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>As above</i>

Volunteers with Additional Support Needs

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

Signed:	Date:
Name: Tony Furlong Barbara Murray	Position in Partnership: Emerging Communities Lead and Researcher, METRO Charity Health Improvement Officer
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