

Role Title	Research and Report Writing
Purpose of role	To support the Healthwatch Research Officer to deliver robust, valid and reliable research reports. To support the Healthwatch Research Officer to ensure that strong evidence and research influences the organisation's priorities and actions.
Key activities	<ul style="list-style-type: none"> ● To observe the Volunteers Code of Conduct ● Assist in producing both written and oral briefs for Healthwatch, based on research or analysis, explaining complex ideas and findings in a way that can be easily understood. ● To assist in designing and producing research tools, e.g. questionnaires, as agreed ● Keep up to date with developments in policy for health and social care issues ● To attend and contribute to workplan meetings as requested
Skills/Qualifications/ Experience	<ul style="list-style-type: none"> ● Understand and adhere to the Volunteer Code of Conduct ● Excellent organisational, research, analytical and problem-solving skills ● Strong communication in both person and in writing. ● Used to dealing with confidential/sensitive issues and documents. ● Ability to interpret a wide range of research projects and different research methodologies. ● Self-motivated with a flexible approach. ● Ability to work within a team but able to work on own initiative when required ● Ability to carry out research using a variety of techniques to maximise returns ● Competent in Microsoft Office ● To undertake appropriate learning and development as identified through supervision and the changing nature of reports required
Practicalities	<ul style="list-style-type: none"> ● Based at Healthwatch IW main office, Newport Isle of Wight ● Screening will be identified as appropriate if client contact is involved, e.g. if assisting staff or volunteers in interview activity ● Will be working with the Research Officer and other relevant staff members and volunteers especially those involved in workplans
Benefits for volunteers	<ul style="list-style-type: none"> ● Reasonable travel and out of pocket expenses will be reimbursed in accordance with expenses policy ● Enjoy the experience of volunteering as part of a friendly team and meeting new people. ● Become involved in making a difference in your local community. ● Increase your confidence and gain new skills. ● Use your experience with Healthwatch to seek work in health and social care or other fields of employment.
Support provided	<ul style="list-style-type: none"> ● Induction and support from a mentor

	<ul style="list-style-type: none">• Supervision will be proportionate to the volunteers' time commitment, minimum of monthly for the first three months. All supervision will be recorded. A formal supervision session will be held annually by their mentor.• Complaints Procedure
For more information	<ul style="list-style-type: none">• www.healthwatchisleofwight.co.uk