

## Healthwatch Westminster and Healthwatch Kensington & Chelsea Volunteering Opportunities

Healthwatch is the champion for people using health and social care services. We listen to people's views about health and social care services including their experiences and encourage health and social care services to involve people in decisions that affect them. We rely on volunteers like you to help make services better. Here's how you can get involved with us through our activities.

### Postal Newsletter Volunteer Role

#### Overview

Our monthly newsletter helps us to connect with community members by informing them about health and social care news, our advice and information, and our latest reports. We offer both digital and postal newsletters. The postal version is essential for reaching people without online access, and we'll need your support to make sure the content is accessible to everyone.

#### Tasks

- Summarising blog posts and news articles to highlight key information for the monthly newsletter
- Aligning the content with the digital newsletter
- Assisting in editing and proofreading content for clarity and accessibility
- Selecting appropriate images to enhance readability and engagement
- Distributing the newsletters through post (e.g. preparing addressed letters)

#### Personal specification/requirements

- Experience of using Microsoft Word
- Ability to write in a clear and simple style, in line with the Healthwatch tone (we have training and guidance available to support you with this)

#### Time Commitment

- A monthly commitment
- The newsletter is produced on a monthly basis. You will be asked to give approximately 1 day per month for this role, which will include developing the newsletter, collecting the newsletter from the office, and preparing the newsletters to be distributed via post.
- We are very flexible and can discuss and agree your time commitment.