



## Role Description

Title:	Volunteer Pregnancy Test Distributor
Accountable to:	Pregnancy Test Coordinator
Location:	Home based OR Office based
Contract Type:	Voluntary
Commitment:	You will be expected to cover at least one rota slot on either a weekday or weekend

### Could you help us support clients?

In this role, you will volunteer alongside a comprehensive team of volunteers and staff to respond to client requests for a free pregnancy test. These are offered free of charge by Life to clients who need confirmation as to whether they may be pregnant or not.

### Typical Tasks:

- Distribute via post, free pregnancy tests when requested. Requests are made via Life's web page.
- Inputting of client data onto a bespoke system managed by Life
- Complete all necessary compliance training for meet the needs of the role
- Act as an ambassador for Life
- Ensure all Safeguarding, Health & Safety and Confidentiality policies and procedures are adhered to

To ensure cost effectiveness for the charity, Life would not enrol single volunteers in areas that we do not have active Pregnancy Test Teams. At present we have teams in

- Lancaster, Nottingham, (Weekend Teams)
- Leamington, Walsall (Weekday Teams)

### What skills do I need:

No formal experience is needed, as all necessary training will be provided.

However, ideally you will:

- Friendly and helpful
- Have good communication, listening and interpersonal skills.
- Have good organisational & IT skills.
- Be passionate and enthusiastic.
- Ability to work independently and use your initiative
- Access to your own computer or laptop and use of Microsoft Office 365

If you don't feel you tick every box but are sure this role is the one for you, please drop us a message and tell us why. We're open to suggestions and happy to chat with you to find out what's possible!

### Benefits of Volunteering:

- A chance to work in a friendly team.
- The feel good factor of helping Life meet its charitable aims
- Develop your confidence and interpersonal skills.
- Gain valuable experience and add to your CV.
- Learning new skills.
- Flexibility to fit in with your lifestyle around your other ongoing commitments.
- Reasonable travel expenses will be reimbursed.

### Training & Support:

- Provide induction, information and training to enable you to carry out your role effectively.
- Support your personal development by offering appropriate induction, training and feedback opportunities.
- Provide policies, procedures and standards of the organisation in relation to Volunteering.
- Provide regular organisational communication and updates.

### What we need from you:

Criminal Disclosure check necessary? No

We are working hard to make sure anyone who wants to can volunteer for Life, but at the moment we have a minimum age of 16 for this particular role.

Not sure this is the role for you?

Pop over to [www.lifecharity.org.uk/volunteer](http://www.lifecharity.org.uk/volunteer) and find out what else we have available.