

## Data Volunteer

### \*Covid-19\*

Due to Covid-19 all our staff and volunteers are working remotely. This role will be a work from home remote role until further notice.

### What is Healthwatch?

Healthwatch Waltham Forest is an independent organisation set up to champion the views of health and social care service users. It strives to make sure that health and social care services are meeting local needs and to ensure that the public's voice is heard regarding how local services are run. Healthwatch also makes sure that the public is informed on any plans to change those services, and in identifying gaps in services.

### About the Role

Healthwatch Waltham Forest takes an evidence-based approach, we carry out various research projects including our ongoing patient experience work. This means we are always collecting, processing and analysing data before reporting on our findings.

We are looking for individuals who have strong data manipulation and analysis skills, data visualisation skills and report writing skills, with the ability to translate data and charts into clear reports and help us make sure that our work is having the most impact it possibly can.

If you are currently studying or working with data analysis or visualisation or if you have experience in another analytical field and think your experience would translate well, then please get in touch with us. We would love to hear from you.

### Tasks

- Working with Healthwatch Waltham Forest Staff to come up with a comprehensive strategy on managing data from collection through to reporting.
- Importing, exporting and cross-referencing data sets
- Processing and analysing data using charts and pivot tables in Excel
- Applying Healthwatch formatting and branding to charts and data
- Visualising data in a compelling and easy to understand way
- Reporting on project findings

### What we are looking for

We are looking for individuals who possess **some or all** of the below experiences, skills and qualities.

- Advanced Microsoft Excel skills

- Analytical skills, Waltham Forest with both quantitative and qualitative data
- Previous experience working with datasets, data analysis, data visualisation or report writing.
- An individual who can commit to at least 4 hours per week and work with us for a minimum of 3 months
- Confident and intuitive in use of IT, websites, and a variety of software

## **Benefits of volunteering**

- Enjoying the experience of volunteering as part of a friendly team and meeting new people
- Increasing your confidence and learning new skills
- Using your experience with Healthwatch to develop your CV and seek work in health and social care or other fields of employment
- In house training opportunities including call handling and safeguarding.
- Reasonable travel and expenses will be reimbursed in accordance with our Volunteer Policy

**To make an application or for more information please contact the Volunteers team on 07904193151 or by email [vip@yvhs.org.uk](mailto:vip@yvhs.org.uk)**

