POSTER DELIVERER POSITION DESCRIPTION

Last Updated: 1 August 2019



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). While based in Hamilton we provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

VISION:

Lives not limited nor defined by endometriosis.

OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

POSITION SUMMARY: The Poster Deliverer works independently to distribute our bi-monthly posters.

These are delivered every second month (5 times a year). From time-to-time

there are additional deliveries such as Purple Walk posters.

TIME COMMITMENT: To fit in with personal commitments, ensuring regular contact with the Poster

Team Leader regarding progress, and also working within needed time frames

(usually 1-2 weeks)

REPORTS TO: Poster Team Leader

KEY RELATIONSHIPS: Poster Team Leader

Poster Recipients

OTHER RELATIONSHIPS: Community Connector

Volunteer Development Manager

EXPECTED OUTCOMES

- Posters are delivered in a timely manner and awareness of endometriosis and Insight Endometriosis is achieved.
- Friendly and positive relationships are maintained with poster recipients, staff and fellow volunteers at all times.
- The Poster Team Leader is kept up-to-date with progress and issues arising.
- Records are kept current and updates on locations advised promptly to the Poster Team Leader.
- Any Health and Safety issues are reported immediately to the Poster Team Leader, or in their absence to the Volunteer Development Manager.

KEY TASKS

Areas	Measure	Time-Frames
Planning	When advised by the Poster Team Leader that your	Approx 3-4 months prior to the
	posters are ready, arrange to collect them from pick	first meeting advertised on the
	up point.	poster
	Posters for volunteers outside Hamilton will be	
	posted, while those on the Educator's drop-off list	
	will have posters delivered to letterboxes.	
Maintain	Liaise with the Poster Team Leader of any	Ongoing
Contact	concerns/questions that you may have.	
	If you are unable to deliver your run, please advise Poster Team Leader as soon as you can – ideally	Onacina
	before the posters are printed	Ongoing
Record Keeping	Advise Poster Team Leader of any changes to your	Immediately
, , , , , , , , , , , , , , , , , , ,	poster run. The Team Leader maintains a	·
	spreadsheet with details of all poster runs and it is	
	important that this is kept current.	
	If reimbursement is required for petrol or bus fares,	NA/:thin a week often all pastors
	accurate and legible records must be kept and	Within a week after all posters have been delivered
	submitted after each poster run to the Volunteer	nave been denvered
	Development Manager. At every \$10 point, a petrol	
	voucher will be issued. The Petrol reimbursement	
	rate is set by Board Policy.	
Reporting	Report to Poster Team Leader:	Within a week after all posters
	Any delivery changesConcerns	have been delivered
	Positive/Negative feedback	
	Annual Review with Team Leader	H&S issues are to be reported
	Health & Safety Issues	immediately
Training	Full training and support given at beginning of role	At commencement and as needed
	and as required	
Documentation	Be familiar with and guided by the Volunteer	Q ₂
	idometriosis.org.nz	/InsightEndometriosis
Health & Safety		
Email: info@insighter	ndometriosis.org.nz	/Insight_Endometriosis

Call:

procedures

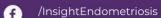
KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- Honest and reliable
- Good time management skills
- Able to maintain accurate, legible and timely records
- An ability to communicate with people from different backgrounds and maintain good relationships.
- Computer literate and have access to email and internet (Facebook would be advantageous)

Visit: www.insightendometriosis.org.nz

Email: info@insightendometriosis.org.nz

Call: 07 855 5123





ORGANISATION CHART



27 March 2023

