

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	<p>When advised by the Poster Team Leader that your posters are ready, arrange to collect them from pick up point.</p> <p>Posters for volunteers outside Hamilton will be posted, while those on the Educator's drop-off list will have posters delivered to letterboxes.</p>	Approx 3-4 months prior to the first meeting advertised on the poster
Maintain Contact	<p>Liaise with the Poster Team Leader of any concerns/questions that you may have.</p> <p>If you are unable to deliver your run, please advise Poster Team Leader as soon as you can – ideally before the posters are printed</p>	<p>Ongoing</p> <p>Ongoing</p>
Record Keeping	<p>Advise Poster Team Leader of any changes to your poster run. The Team Leader maintains a spreadsheet with details of all poster runs and it is important that this is kept current.</p> <p>If reimbursement is required for petrol or bus fares, accurate and legible records must be kept and submitted after each poster run to the Volunteer Development Manager. At every \$10 point, a petrol voucher will be issued. The Petrol reimbursement rate is set by Board Policy.</p>	<p>Immediately</p> <p>Within a week after all posters have been delivered</p>
Reporting	<p>Report to Poster Team Leader:</p> <ul style="list-style-type: none"> • Any delivery changes • Concerns • Positive/Negative feedback • Annual Review with Team Leader • Health & Safety Issues 	<p>Within a week after all posters have been delivered</p> <p>H&S issues are to be reported immediately</p>
Training	Full training and support given at beginning of role and as required	At commencement and as needed
Documentation	Be familiar with and guided by the Volunteer	Ongoing
Health & Safety	Endometriosis.org.nz	<p> /InsightEndometriosis</p> <p> /Insight_Endometriosis</p> <p> /Insight-Endometriosis</p>

Email: info@insightendometriosis.org.nz

Call: 07 855 5123

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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

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ORGANISATION CHART

27 March 2023

