

EXPO AMBASSADOR POSITION DESCRIPTION

Last Updated: 1 September 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: Expo Ambassadors hold a key role representing our organisation and provide information about endometriosis by engaging positively with the public.

TIME COMMITMENT: A shift of 3 hours for each expo and a 1.5 hour training at commencement and every 2-3 years as required. The volunteer should be able to help with at least one expo a year.

LOCATION AND TIMING: Annual Waikato Show (Fri-Sun first weekend in April at Claudelands Event Centre, Hamilton)
Womens Lifestyle Expo Hamilton
Womens Lifestyle Expo BOP
Any other opportunities that may arise

REPORTS TO: Expo Ambassador Team Leader

KEY RELATIONSHIPS: Expo Ambassador Team Leader
Manager/Educator

OTHER RELATIONSHIPS: Community Connector
Volunteer Development Manager

EXPECTED OUTCOMES

- Raise awareness of endometriosis and support available from Insight Endometriosis.
- Expo Ambassadors fully understand their role as organisation representatives and educators, engaging competently and confidently with the public.
- Complete a training/refresher at least once every 2-3 years.
- Friendly and positive relationships are maintained with staff and fellow volunteers at all times.
- Expo Ambassador Team Leader is kept up-to-date with progress and issues arising.

KEY TASKS

Areas	Measure	Time-Frames
Training	A training/refresher course at least once every 2-3 years.	Ongoing initially and then every 2-3 years
At the expo	Maintain a professional and friendly approach to the general public, other volunteers and other exhibitors. Wear provided uniform and name badge, or appropriate clothing. Comfortable footwear is recommended. Promote awareness of endometriosis and our services. Maintain privacy of those you engage with.	At two or three expos annually
Reporting	Report to the Expo Ambassador Team Leader <ul style="list-style-type: none">• promptly if unable to assist• if unexpectedly unable to attend advise urgently• any enquiries/updates from the general public• Concerns or issues• Positive/Negative feedback	Click or tap here to enter timeframe.
Documentation	Be familiar with and guided by the Volunteer Guidebook	Ongoing
Health & Safety	Actively support and comply with policies and procedures	As required

Visit: www.insightendometriosis.org.nz

Email: info@insightendometriosis.org.nz

Call: 07 855 5123



/InsightEndometriosis



/Insight_Endometriosis



/Insight-Endometriosis

RESOURCES PROVIDED:

- A roster and any necessary documents eg map of venue and security badges.
- Full training will be provided at commencement and every 2-3 years.

EXPERIENCE

- Confident liaising with the general public
- General knowledge about endometriosis an advantage but full training will be given.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- Friendly, approachable, and reliable
- Comfortable communicating with people from different backgrounds
- Good listening skills
- The ability to maintain confidentiality
- Ideally access to email, text, phone, and Facebook
- Capable of standing and engaging with the public on a 3-hour roster.

Visit: www.insightendometriosis.org.nz

Email: info@insightendometriosis.org.nz

Call: 07 855 5123



/InsightEndometriosis



/Insight_Endometriosis



/Insight-Endometriosis

ORGANISATION CHART

27 March 2023

