

## Job Description

<b>Job Title:</b>	Mobile Services Officer
<b>Responsible to:</b>	Head of Communications & Fundraising Manager
<b>Hours:</b>	3 days per week – 21 hours
<b>Job Purpose:</b>	To provide a mobile early intervention advice service to individuals at risk of sight loss. Deliver a mobile outreach/dispersed services to empower and assist individuals who have sight loss.
<b>Location:</b>	This is a mobile role, predominantly based in East Shropshire

### Main Tasks:

1. Be responsible for the See Hear Mobile Services vehicle, including daily inspection and pre-driving checks, driving, setup and delivery of outreach sessions.
2. Arrange a calendar of venues/locations for See Hear Mobile Services vehicle to visit ensuring necessary permissions have been gained and market accordingly.
3. Undertake risk assessments for the See Hear Mobile Services vehicle and its locations ensuring that the safety of visitors is not compromised.
4. Plan and deliver 1:1 information advice and guidance opportunities and outreach sessions at a range of community venues.
5. Drive See Hear Mobile Services vehicle to the various locations and demonstrate and give information, advice in relation to the specialist equipment as necessary, maximising income generation through the sale of products and stock promotion.
6. Ensure sales are registered, money banked and stock is replenished as required.
7. Provide a referral route for individuals to other Beacon services, or signpost to third party organisations, where appropriate.
8. Support the recruitment, training and development of volunteers to provide information and advice to people with sight loss, their family and carers.
9. Liaise effectively with a range of people across the local community, including statutory, voluntary and commercial sectors.
10. Keep abreast of all relevant health and social services provision that affect the provision of care for people with sight loss.

11. Work with other members of Beacon to identify the local needs of individuals at risk of losing their sight and those supporting those individuals who have sight loss.
12. Work with the fundraising team to identify local fundraising opportunities and events to maximise promotion of sight awareness and Beacon's services.
13. Collect and collate data of visitors to the See Hear Mobile Services vehicle, in the required formats and to agreed timescales, to evaluate the service.
14. Maximise engagement by creating and using activities and tasks that promote sight loss messages and the work of Beacon.
15. Attend and participate constructively in supervision and appraisal sessions, training programmes and meetings.
16. Undertake training as and when required.
17. Understand and comply with the equal opportunities and health and safety policies of Beacon.
18. To undertake any other work that may be reasonably requested for the benefit of the organisation whilst not changing the grade or purpose of the post.