



Healthwatch Wolverhampton  
c/o Evolving Communities CIC  
Unit 2 Hampton Park West  
Melksham  
SN12 6LH

Tel: 01225 701851  
[www.evolvingcommunities.co.uk](http://www.evolvingcommunities.co.uk)

February 2026

Dear Applicant

Thank you for your interest in joining Healthwatch Wolverhampton in the role of **Information and Signposting Officer (Maternity Cover)**.

We are looking for a well organised and friendly team member who is confident talking to the public. We need someone to listen to public feedback, take enquiries and signpost people. You will also look after our data management system and produce reports, use our social media accounts to help raise awareness of our work, as well as help coordinate meetings and events.

[Healthwatch Wolverhampton](#) is part of Evolving Communities CIC, a community interest company which specialises in supporting the work of independent health and social care champions in Dorset and Wolverhampton. [Evolving Communities](#) also delivers Maternity and Neonatal Services Partnerships in Cornwall, Devon, Dorset, Gloucestershire and Somerset.

In this pack you will find a job description including person specification and application form. Not sure you meet all qualifications? Let us decide! Research shows that people from under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

If you have any questions about this job, you are welcome to contact Stacey Lewis at Healthwatch Wolverhampton, you can email - [stacey.lewis@healthwatchwolverhampton.co.uk](mailto:stacey.lewis@healthwatchwolverhampton.co.uk)

We look forward to receiving your application by **5pm on Sunday 15<sup>th</sup> March 2026**. Please note that interviews will be held in Wolverhampton on Tuesday 24<sup>th</sup> March 2026. We will contact you to let you know whether or not you have been invited to interview.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lucie Woodruff".

Lucie Woodruff  
CEO - Evolving Communities

Somerset Maternity and Neonatal Voices Partnership service is hosted by Evolving Communities CIC, a community interest company limited by guarantee and registered in England and Wales with company number 08464602.

The registered office is at Unit 2, Hampton Park West, Melksham, SN12 6LH.