

dementia adventure®

Volunteer Role Description

Role: Adventure Photobook Designer

Role Summary: To support Dementia Adventure to design and create beautiful photobooks for families after they have attended an adventure, enabling the family to relive the moments they were outdoors, connecting with nature, themselves and their community; supporting them to retain a sense of adventure in their lives.

Time Commitment: We ask for a willingness to volunteer with us for four hours a week. Days to be discussed.

Supported By: The Volunteer Co-ordinator, as well as the Adventure Leader (Jesse Reed) and Operations Director (Lucy Harding).

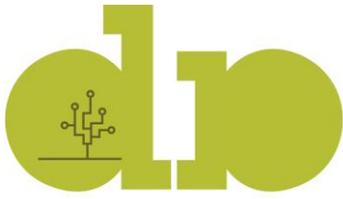
Location: Based at Dementia Adventure HQ, Old Park Farm, Ford End, Essex.

Description of Tasks:

1. Obtaining photographs of adventures from members of the team and families
2. Collating photos into the relevant folders within the computer system
3. Selecting the most engaging and meaningful images to be included in the photobook
4. Uploading the images to the photobook website
5. Designing and ordering the photobook
6. When delivered to the office, appropriately packaging and labelling the photobook for sending
7. Invoicing the family for the photobook
8. Undertaking any essential training which is in line with Dementia Adventure's policies and procedures

Skills and Attributes

- Able to work to a brief and follow organisational brand guidelines
- Good communication skills
- Good administration skills
- A good telephone manner
- IT skills
- Organisational Skills



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What's in it for you?

- An excellent opportunity to gain experience within a busy office environment
- Regular supervision and support
- Out of pocket travel expenses
- Certificate of Volunteering

What you need to know

- The first step is to speak with the Volunteer Co-ordinator
- We require details of two suitable referees to contact on your behalf
- Participation in our induction programme is essential
- Where relevant, participation in additional training may be required
- Volunteers are asked to adhere to all Dementia Adventure's current policies and procedures
- Volunteers are asked to maintain dependable and regular communication

What to do if you're interested

Please contact Hayley Dickson, Volunteer Co-ordinator, on 01245 237548 or email her at hayley@dementiaadventure.co.uk for guidance on what to do next.