

dementia adventure®

Volunteer Role Description

Role: Community Ambassador Co-ordinator

Role Summary: To identify, record and coordinate the attendance of our Community Ambassadors at events across the country. Supporting the project to spread the word of Dementia Adventure's mission to enable people living with dementia to get outdoors, connect with nature, themselves and their community, and retain a sense of adventure in their lives.

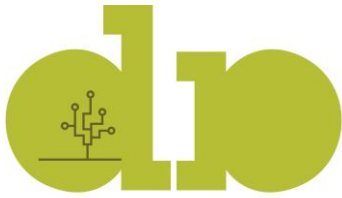
Time Commitment: We ask for a willingness to volunteer with us for four hours a week. Days to be discussed.

Supported By: Dementia Adventure, Volunteer Co-ordinator (Hayley Dickson).

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

Description of Tasks:

1. Identifying appropriate, local community events/activities such as dementia and memory cafes, Peoples Postcode Lottery events, Women's Institute, Rotary, U3A and similar groups/organisations for our Community Ambassadors to attend
2. Planning and coordinating the attendance of Community Ambassadors at those events and activities
3. Working together with the marketing team to support communications through social media
4. Building positive relationships with the team
5. Keeping updated records of activities
6. Ensuring materials required for Community Ambassadors to give short talks is up to date
7. Responding to enquiries generated by the Community Ambassadors
8. Ensuring promotional material is ready for collection by the Community Ambassadors and ensuring everything is appropriately recorded when it's returned
9. Undertaking any essential training which is in line with Dementia Adventure's policies and procedures



dementia adventure®

Skills and Attributes

- Good communication skills
- Good administration skills
- Good telephone manner
- IT skills
- Organisational skills
- Ability to think outside of the box
- Preferred, previous experience of using excel

What's in it for you?

- An excellent opportunity to gain experience within a busy office environment
- The opportunity to be part of raising awareness of Dementia Adventure
- 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 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.