

dementia adventure®

## Volunteer Role Description

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**Role:** Open Training Events Assistant

**Role Summary:** To help promote Dementia Adventure's upcoming series of free events designed for family carers, informal carers or others supporting people living with dementia. Our Family Carer Seminars are designed to help people think differently about dementia, learn strategies for overcoming communication barriers, learn how to connect with their loved ones and much more.

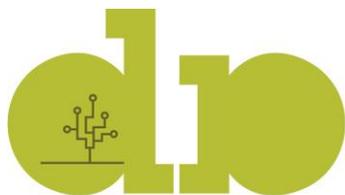
**Time Commitment:** We ask for a degree of flexibility, the role could require a willingness to volunteer for up to a maximum of four hours a week and will vary depending on the needs of the Family Carers Seminar work.

**Supported By:** Dementia Adventure, Volunteer Co-ordinator, as well as our team of Project Leaders (Deborah Anderson, Aimee Day and Kath Pyke).

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

**Description of Tasks:**

1. Identifying appropriate local individuals, community groups and/or venues such as dementia and memory cafes, Women's Institute, GP Surgeries and/or Admiral Nurses to contact to promote our events
2. Contacting appropriate previous supporters to see if they'd share the details of upcoming, new events with any groups/contacts and/or friends they think might be interested in attending
3. Contacting likeminded organisations who would be prepared to promote the sessions on our behalf, such as Healthwatch Essex depending on the specific area
4. Keeping updated records of contacts made and responses given using Excel
5. Checking Eventbrite for up to date delegate numbers, amending tickets where appropriate
6. Working together with the marketing team to support communications through social media
7. Responding to enquiries generated by the events or forwarding them to the relevant Project Leader
8. Working together with Project Leaders to ensure appropriate support is given
9. Building positive relationships with the team
10. Approaching relevant local branches of the Co-Op to provide a light lunch for the seminars
11. Undertaking any essential training which is in line with Dementia Adventure's policies and procedures



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**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

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**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

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**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

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**What to do if you're interested**

Please contact Hayley Mott, Volunteer Co-ordinator, on 01245 237548 or email her at [hayley@dementiaadventure.co.uk](mailto:hayley@dementiaadventure.co.uk) for guidance on what to do next.