



dementia adventure®



Volunteer Roles - All volunteer roles with Dementia Adventure have a role description which provides full information about what volunteering will involve as well as the skills and attributes that will be required. Our Volunteer Co-ordinator will be available to offer support and guidance.

Initial Informal Volunteer Interview - Once we receive a completed application form, we will be in touch to arrange an informal interview with our Volunteer Co-ordinator that should last no more than 30 minutes. The interview can be face-to-face or on the phone, depending on location. It is an opportunity to match skills, attributes and aspirations to the needs of Dementia Adventure. It is also an opportunity for questions.

Induction - Once an appropriate role is identified and both parties wish to proceed, arrangements will be made for the volunteer to attend an induction session in **Chelmsford, Essex** (if you are not local to the area we ask that you find accommodation locally). Prior to commencing volunteering with us, attendance at induction is essential to ensure volunteers are fully supported and equipped for their role. The induction will differ depending on the role and this will be discussed with the Volunteer Co-ordinator.

Starting with us - Once volunteers have attended the induction session and satisfactory references and, if applicable, DBS check are in place the Volunteer Co-ordinator will be in touch to arrange a start date.

Expenses - Volunteers are able to claim out of pockets expenses incurred whilst volunteering with us such as mileage. These should be agreed with the Volunteer Co-ordinator.

Settling in period - All volunteers have a settling in period to ensure both the volunteer and Dementia Adventure are happy with each other.

Time commitment - The time commitment we require depends on the volunteer role. This is outlined in the role description and will be discussed during the informal interview.

Best practice – Dementia Adventure is committed to Best Practice in volunteer management and has a Volunteer Policy in place. The Policy seeks to provide guidance and direction to paid staff and volunteers ensuring that there is a consistent approach when involving volunteers.

Age - The minimum age for volunteering on a holiday is 18, however we have young people volunteering in other roles from 16.