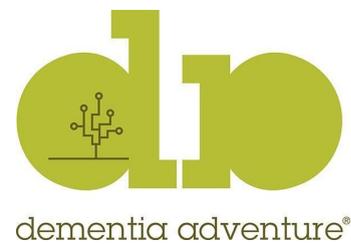


Volunteering with Dementia Adventure

Office Supporter



How can an Office Supporter help?

By assisting the team to enable people living with dementia and their carers to get outdoors, connect with nature, themselves and their community, and retain a sense of adventure in their lives.

What activities does an Office Supporter do?

An Office Supporter can do one or more of the following activities:

- Administration and Marketing - keeping information up to date on systems and spreadsheets
- Adventure memories - putting together a holiday photobook or collating outing photos
- Communications - video editing for use on social media or training, checking video subtitles
- Fundraising support - sourcing information on potential supporters

Learn more about each activity and the time you will need to commit on the following pages.

Who will support me in volunteering?

The Volunteer Co-ordinators and the team member responsible for the activity.

How does the role fit in with the work of the charity?

Dementia Adventure has a vision of society in which people live well with dementia, have contact and connection with nature, and enjoy a sense of adventure. A society where people enjoy a full range of activities, have strong relationships with people in their communities and have access to places connected to their interests, passions and dreams.

We value:

Activity- physical, mental or creative activity is fundamentally part of 'living well with dementia'. We aim to develop a solid evidence base for our work, grounded in research.

Choices- enabling people living with dementia to have real choice and control to take positive risks in their lives. We aim to support people with dementia, to inform and guide all that we do.

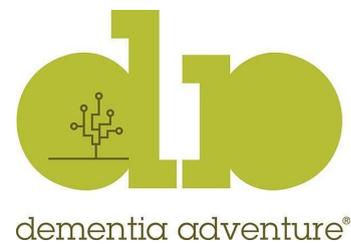
Compassion- our emotional bonds with each other and with nature are extremely important to us.

Connecting- with nature, people and places, our interests, passions and dreams. We aim to develop a scalable model of Dementia Adventures so that all people living with dementia can access an adventure regardless of how small or large that adventure may be to the person choosing to take part in it.

Equality- we all have something to give and contribute to our communities. We aim to challenge the stigma surrounding dementia by sharing positive, authentic stories and images of people enjoying dementia adventures.

Volunteering with Dementia Adventure

Office Supporter



What Skills and Attributes do I need?

- Good communication skills
- Confident and able to work as part of a team
- Good organisational skills
- Attention to detail
- Reliable and able to work on your own using initiative
- Confident in using technology
- Editing experience if supporting video communications

What are the personal benefits?

- A chance to use existing skills and learn new ones
- An opportunity to gain experience as part of a busy team
- Access to Dementia Adventure volunteer resources
- Regular support and supervision
- Out of pocket expenses
- Certificate of Volunteering on request

Volunteers are required to:

- Undertake training provided by Dementia Adventure
- Work alongside other volunteers and team members
- Maintain dependable and regular communication
- Adhere to Dementia Adventure's policies and procedures
- Record their volunteer hours

To keep you up to date with what's happening in our volunteering community we'll send you our Volunteer Link Newsletter.

What's the next step?

To apply, please fill in our online application form: [Click here](#).

If you have any questions about this role please [contact us](#) or phone 01245 237548.

Administration and Marketing

What does an Office Supporter do in Administration and Marketing?

Assist the team to keep information up to date on systems and spreadsheets. You'll be:

- Updating information on organisations and groups linked to dementia
- Identifying organisations we can promote our services or fundraising to
- Assisting the volunteer team on keeping volunteer training records
- Helping team members with gathering information or data for projects
- Doing general administration if in the office including answering the telephone and redirecting calls

How much time will I have to commit?

We ask for a willingness to support us for 3-5 hours a week at busy times.

Where will the activity take place?

Either at our offices at Old Park Farm in Essex or from home

Adventure Memories

What does an Office Supporter do to create adventure memories?

Putting together holiday photo books and collating photos of outings to send to people living with dementia and their carers to create lasting memories. You'll be:

- Obtaining photographs of adventures from members of the team and families
- Collating photos into the relevant folders on the Google drive
- Selecting the most engaging and meaningful images to be included in the photobook
- Uploading the images to the photobook website
- Designing and ordering the photobook
- When delivered to the office, appropriately packaging and labelling the photobook for sending

How much time will I have to commit?

We ask for a willingness to support us for 3-5 hours a week at busy times.

Where will the activity take place?

Either at our offices at Old Park Farm in Essex or from home

Communications

What does an Office Supporter do in Communications?

Assist the team to maintain meaningful communication with supporters, volunteers, people living with dementia and their carers. You'll be:

- Editing videos for use on social media and in training
- Checking video subtitles are accurate and easy to follow

How much time will I have to commit?

We ask for a willingness to support us for 3-5 hours on an ad-hoc basis. This is an ideal role for those unable to give a set commitment each week.

Where will the activity take place?

Either at our offices at Old Park Farm in Essex or from home

Fundraising Support

What does an Office Supporter do in Fundraising Support?

Assist the team to identify opportunities for supporting and growing fundraising. You'll be:

- Sourcing information on potential supporters
- Finding clubs, groups and other organisations to promote fundraising initiatives to
- Identifying groups who may be interested in DA as their charity of the year

How much time will I have to commit?

We ask for a willingness to support us for 3-5 hours on an ad-hoc basis. This is an ideal role for those unable to give a set commitment each week.

Where will the activity take place?

Either at our offices at Old Park Farm in Essex or from home