



dementia adventure®

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Volunteer Role Description

Role: Volunteer Marketing Assistant

Role Summary: **Primary:** To help create and manage a list of organisations and directories that signpost and list our services. This will form an essential internal resource. By having a comprehensive directory we will be able to reach and support more people. This will be a great addition to our marketing/volunteers team.

You will be responsible for ensuring the details of our services up to date on these listings and if needed contact via phone or email. You will also be responsible for researching and contacting other organisations, websites and directories (both local and national) to expand our database. All instruction and training are provided.

Secondary: There is also potential to expand this role to create a much needed dementia 'HUBS' list. HUBS refer to dementia cafes, support groups, doctor's surgeries, etc. These HUBS often require our leaflets and brochures and sometimes representatives of DA to visit and explain our work and how to live better with dementia. These support groups are crucial in widening our reach and spreading the work of Dementia Adventure. This role may require management of a database, sending out information packs, monitoring and managing literature stocks and possibly booking in volunteer ambassadors (which could include yourself if you want too!) to attend events.

Time Commitment: Flexible – could be from 2 – 8 hours per week

Supported By: Dementia Adventure, Volunteer Co-ordinator (Carol Holdsworth),
Managed by Head of Marketing

Location: At Old Park Farm and possibly home



Description of Tasks:	<ol style="list-style-type: none"> 1. Manage a database (xl spreadsheet) of websites, directories, contact names/numbers 2. Ensure that details are updated and accurate 3. Send via email images and/or adverts (supplied by marketing) where needed 4. Using the Internet investigate and research other directories, listings, websites that provide signposting to dementia services. This may include local authority websites, national dementia organisations, doctor's surgeries, memory clinic, etc. 5. Keep a comprehensive list of Hubs/Memory Cafes and liaise with Volunteer Co-ordinator to get Ambassadors to attend them to talk about the work Dementia Adventure 6. Admin duties to include posting out marketing literature 7. Monitor marketing stock of brochures, seed cards etc ensuring supplies are available at all times.
Skills and Attributes	<ul style="list-style-type: none"> • Able to work on own using initiative • Research/investigative skills • Attention to detail • Good IT skills. • Good administration skills • Good interpersonal skills • Organisational skills • Ability to think outside of the box
What's in it for you?	<ul style="list-style-type: none"> • The opportunity to be part of raising awareness of Dementia Adventure • Regular supervision and support • Our specialist dementia volunteer training course • Chance to learn new skills • Out of pocket travel expenses
What you need to know	<ul style="list-style-type: none"> • 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	<p>Please contact Carol Holdsworth, Volunteer Co-ordinator, on 01245 237548 or email her at carol@dementiaadventure.co.uk for guidance on what to do next.</p>