**Purpose of the Role:**

An exciting opportunity has become available for a specific individual to join our team of dedicated professionals working towards improving the lives of people effected by Dementia within the North Kent Area. You will have the responsibility for managing all elements of volunteering at Alzheimer’s & Dementia Support Services. You will strive for the highest standards of volunteer recruitment, placement, engagement, and retention whilst always promoting our values and ensuring people affected by dementia are at the heart of all we do. You will enjoy working as part of a wider team that works together to champion the rights of people affected by dementia to participate in family and community life.

In return for your hard work and dedication we are offering a competitive salary of £23,000 (pro rata), contracted between 22 to 32 hours a week, hours based around core hours Monday to Saturday. 9.00am to 5.00pm with the occasional evening events. You will receive 24 days holiday per year plus bank holidays (Pro Rata) along with eyecare and pension benefits. You should hold a UK driving licence and have the use of a car to travel around the Dartford, Gravesham and Swanley area. All milage and expenses will be paid.

Closing dates for this role will be 1st September 2021 with interviews expected to take place the week beginning 6th September 2021. To apply please email recruitment@alz-dem.org requesting an application form and Job description. **Applications will not be considered without a completed application form.**

**The Role Responsibilities**

You will be driven by being part of an exceptional team that works tirelessly to improve the lives of people affected by dementia. You will be passionate about the impact that volunteering can have on a charity, the people it supports, the community and the person volunteering.

1. Source and recruit Volunteers using different recruiting techniques and create a volunteering experience that helps Alzheimer’s & Dementia Support Services recruit and retain exceptional volunteers.
2. Research and write volunteer policies and procedures that enables us to become accredited with the REVAMP volunteering standard.
3. Work across all areas of the organisation to understand how volunteers can increase capacity and better support people affected by dementia.
4. Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation.
5. Raise staff awareness of the role and the function of volunteers and how they can contribute to creating an exceptional volunteer journey.
6. Ensure there is appropriate support and training for volunteers.
7. Build excellent networks and relationships to promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
8. Interview and recruit suitable volunteers and ensure they are appropriately matched and trained for a position.
9. Monitor, support, motivate and accredit volunteers and their work in conjunction with the volunteer’s Role Manager.
10. Celebrate volunteering by hosting events and nominating individuals for awards.
11. Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
12. Have a sound understanding of Alzheimer’s & Dementia Support Services policies and support volunteers to understand and adhere to them.
13. Monitor and maintain a volunteering database.
14. Monitor and evaluate activities and write reports for the Senior Leadership team.
15. Proactively engage with training, regular supervision and team meetings as necessary for the delivery of this post’s responsibilities.
16. Actively promote and protect confidentiality and dignity in all areas of the organisation.
17. Support the aims of Alzheimer’s & Dementia Support Services and act as an informed advocate wherever possible.

This role description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.

**THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| EXPERIENCE |
| Experience of managing projects and coordinating volunteers |  | ✓ |
| Experience of working in a busy office environment | ✓ |  |
| Experience in effective record keeping and maintaining a database | ✓ |  |
| Experience of building internal and external relationships and networks |  | ✓ |
| SKILLS & ABILITIES |
| Ability to motivate and communicate effectively with a wide range of people | ✓ |  |
| Able to communicate effectively the charity’s vision, mission and values | ✓ |  |
| Good organisational skills and the ability to manage a variety of tasks | ✓ |  |
| Able to produce clear, accurate and effective written documents | ✓ |  |
| Ability to be empathetic to volunteers and sympathetic to their needs | ✓ |  |
| Able to assess problems and find solutions | ✓ |  |
| Proven knowledge of Microsoft Office suite and other IT solutions | ✓ |  |
| Able to manage time effectively  | ✓ |  |
| KNOWLEDGE |
| An understanding of dementia, the needs of people with dementia and their carers |  | ✓ |
| Awareness of relevant legislation including Health and Safety and Data Protection  | ✓ |  |
| Awareness of other legislation including Safeguarding and Mental Capacity |  | ✓ |
| An understanding of the need for confidentiality | ✓ |  |
| PERSONAL QUALITIES |
| Reliable and conscientious | ✓ |  |
| Flexible and enthusiastic team worker | ✓ |  |
| Resilient and able to work under pressure | ✓ |  |
| Committed to on-going personal professional development | ✓ |  |
| A non-judgemental response to the behaviours exhibited by people with dementia | ✓ |  |
| Committed to promoting equality, diversity and inclusion | ✓ |  |
| QUALIFICATIONS |
| HR or Volunteering qualification  |  | ✓ |
| Evidence of continuing professional development |  | ✓ |
| Fill UK Driving Licence  | ✓ |  |

**SUMMARY OF TERMS**

**Tenure:** Permanent

**Hours:** 22 to 32 hours per week, part time and flexible hours would be considered

**Working pattern:** To beagreed. It will be based around core office hours of 9:00am -5:00pm Monday to Saturday , with occasional evening events.

**Location:** Safeharbour, Coldharbour Road, Northfleet DA11 8AE

**Starting salary:** £23,000 (Pro Rata)

**Holiday allowance:** 24 days per year plus Bank Holidays (por rata)

**Overtime:** This role is expected to manage the delivery of its responsibilities within the above hours; any overtime should be discussed in advance with the line manager and will be compensated with time off in lieu.

**Travel:** The post holder will be required to hold and UK Driving License and have use of a car to enable travel around the Dartford, Gravesham and Swanley. Mileage will be paid.

**Full terms, including compliance with all relevant policies and procedures, are as outlined in the written terms of employment and the Alzheimer’s & Dementia Support Services employee handbook.**