

## **Volunteer Role Description**

**Volunteer Role Title: Volunteer Office Administrator**

**Working With: Dementia Support Team**

### **Aim of volunteering role:**

To be part of the volunteer team that enables and empowers people affected by dementia to socialise and live well. You will help to ensure people living with dementia are not isolated and able to reach their potential.

### **Tasks:**

1. To assist the Dementia Support team with administration

### **Activities:**

1. Answer calls and take messages for the team
2. Photocopying
3. Scanning and saving documents
4. Inputting and processing data
5. Preparing postal packs
6. Printing and posting letters
7. Welfare calls to the people we support
8. Call the activity group lists and check attendance

### **Time:**

Ideally a minimum of 3 hours per week on a regular basis

### **Place of work:**

Safearbour Wellbeing Centre, Northfleet

### **Skills required:**

1. An interest in the diverse needs of people affected by dementia
2. A good communicator, a sense of humour, flexibility and a team player
3. Computer and telephone skills
4. A commitment to confidentiality
5. An understanding of professional boundaries, safeguarding and health and safety
6. Reliability and good time keeping

### **Benefits offered:**

1. Induction programme, skills training and practical experience
2. Additional optional 'in house' training
3. Ongoing support
4. Expenses paid
5. Full insurance cover
6. Volunteer recognition events
7. Practical office experience

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### **References:**

Two references required.

Volunteers will also be required to undergo a criminal records check with the Disclosure and Barring Service.