



## VOLUNTEER ROLE DESCRIPTION

<b>ROLE:</b>	Administrative Volunteer
<b>ACCOUNTABLE TO:</b>	Bradford Dementia Hub Volunteer Coordinator
<b>HOURS:</b>	Flexible between 9am and 5pm, Monday to Friday
<b>LOCATION:</b>	14-16 Rawson Place, Bradford, West Yorkshire, BD1 3QQ
<b>EXPERIENCE:</b>	No specific experience is required
<b>COMMITMENT:</b>	Hours to suit in agreement with volunteer coordinator

*Would you like to help support the local community to live well with dementia? Have you got great communication skills and are adaptable to the needs of others? Bradford Dementia Hub are looking for volunteers to help deliver this service.*

### BRADFORD DEMENTIA HUB

Bradford Dementia Hub is a partnership between Community Links, Inspire North, Bradford Council, Khidmat Centres and Bradford Bulls.

The Hub offers information, advice and a signposting service for anyone living in Bradford diagnosed with dementia, and their friends, family and carers.

We deliver Community Awareness Sessions and Events to promote living well with dementia and how to increase Brain Health.

### ABOUT THE ROLE

Bradford Dementia Hub is committed to providing up to date and relevant information on services and items of interest to people affected by dementia, to support their personal plan.

### OUTLINE OF ROLE:

As a volunteer you would be supporting Bradford staff with the administration needs of the service.

**MAIN TASKS:**

1. Database administration.
2. Photocopying.
3. Composing Letter.
4. Printing flyers, leaflets and letters.
5. To carry out any other duties which may be required and are consistent with the role in agreement with the volunteer coordinator.

**THE IDEAL VOLUNTEER WILL HAVE*****Essential***

- Good communication as well as active listening skills.
- Flexible and cooperative response to working in a team.
- Good interpersonal skills.
- Can demonstrate empathy and compassion.
- Honest and reliable with a pleasant and friendly manner.
- Awareness or interest in learning about dementia.

***Desirable***

- Enjoy meeting/speaking to people.

***Behaviours and values***

- Willingness to understand the issues and barriers related to people affected by dementia.
- An open-minded approach to individuals, avoiding judgement and stereotyping.
- Enjoy working with others.
- A commitment to and understanding of equal opportunities.
- Patient and understanding.
- Ability to work as a team player and a positive approach to supervision.
- Commitment to our Anti-Racism Agenda.

**TRAINING AND SUPERVISION:**

In house training and guidance will be provided during your Induction Period. We also provide ongoing learning and development throughout your volunteer experience along with regular supervision.

**BENEFITS TO YOU:**

- We will make you feel welcome, included and respected.
- Receive one to one and group-based support.
- Access to Induction, Learning, Development and Engagement.
- Gain practical skills and experience.
- Join a great team of like-minded people.
- Enhance your CV.
- Expenses reimbursed as agreed with the volunteer coordinator.

**Please note that a Disclosure and Barring Service check is required for this role however Inspire North will assist applicants in applying for an enhanced DBS and pay for this.**

Interested?

Please contact **Chris** on **07841 371705** or **01274 065060** for more information and to arrange an informal chat.

*We look forward to hearing from you!*