



VOLUNTEER ROLE DESCRIPTION

ROLE:	Social Media/Communications Volunteer
ACCOUNTABLE TO:	Bradford Dementia Hub Volunteer Coordinator
HOURS:	Hours to suit, ideally between 9am to 5pm – Monday to Friday
LOCATION:	14-16 Rawson Place, Bradford, West Yorkshire, BD1 3QQ
EXPERIENCE:	Knowledge of Social Media platforms/Web Design
COMMITMENT:	2 to 4 hours per week / fortnight

*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
Our social media (Facebook, Instagram and website) are vital parts of keeping people affected by dementia and partner organisations updated and connected to our service. We have a reputation across services for innovative; fun and informative posts that enhance awareness of dementia and service provision across the Bradford district.
OUTLINE OF ROLE:
As a social media/communications volunteer, you would support the team to meet our promotional objectives through creative posts across our social media platforms. You will be encouraged to bring your ideas and creativity to the team and help develop other within the team.

MAIN TASKS:

1. Supporting our Social Media output with the creation and scheduling of posts.
2. Updating our Bradford Dementia Hub website in line with the Service Manager and Communications Team's objectives.
3. Contributing to the creation of stories/newsletters celebrating people affected by dementia in Bradford.
4. Design/Create promotional literature.
5. To carry out any other duties which may be required and are consistent with the responsibilities of the role in agreement with the volunteer coordinator.

THE IDEAL VOLUNTEER WILL HAVE*Essential*

- Good communication as well as active listening skills.
- Awareness or interest in learning about dementia.
- Ability to relay information and instructions in a clear, accessible, relevant and personable way.
- Ability to maintain confidential communication where applicable.
- Good knowledge of social media platforms.
- Interest in learning/developing.
- Being able to work with the public.
- Can demonstrate empathy and compassion.

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!