



JOB DESCRIPTION

POST:	DFK Volunteer Lead & Group Support
ACCOUNTABLE TO:	Dementia Friendly Keighley (DFK) Board
RESPONSIBLE TO:	DFK Project Manager
SALARY:	£20,475 pa pro rata £8,736 actual
HOURS:	16 hours per week over 3 days (Days to be discussed). Possible additional hours given by agreement
HOLIDAYS:	28 days plus bank holidays pro rata (115 hours actual PA)
SPECIAL CONDITIONS:	Based at Dementia Friendly Keighley Information and Support Centre (DFK I&S Centre)
PENSION OFFERED	Via Nest (Government Workplace Pension Scheme)

1.KEY PURPOSES OF THE POST

- a) To recruit and manage a team of volunteers
- b) To set up a Dementia Experience Reference Group
- c) To support volunteers to run a range of activities specifically designed for people living with Dementia
- d) To increase activities offered by DFK to involve and support more people living with dementia
- e) To develop a team of volunteers to assist with DFK promotional and fundraising activities

2.MAIN DUTIES AND RESPONSIBILITIES

- a) To recruit, train, and carry out all necessary checks on volunteers
- b) To manage a team of volunteers for activities, promotional and fundraising events.
- c) To work with the Dementia Experience Reference Group to identify more activities DFK could offer to meet the needs of our clients
- d) To set up and deliver new activities with additional support from selected volunteers
- e) To be the named person to liaise with hired venues, and to undertake risk assessments
- f) To work towards creating a befriending and advocacy service
- g) Take calls from the helpline when necessary
- h) To staff the Information Centre when necessary
- i) To liaise with colleagues and attend team meetings
- j) To support the organising and delivering of DFK events when necessary
- k) To work with the DFK Manager to ensure all required policies and good practice guidelines are in place for all aspects of our work with volunteers
- l) To liaise with the DFK Manager on a weekly basis

About you

Dementia Friendly Keighley is a registered charity (No. 1171003) and a Charitable Incorporated Organisation. Registered office 48 Towngate, Airedale Shopping Centre Keighley BD21 3QE

- You will have a passion for working with people and feel enthused by the ethos at Dementia Friendly Keighley
- You will have experience in supporting volunteers to optimise their gift of time and energy, by keeping them motivated and appreciated.
- You will have good written and communication and interpersonal skills, able to be empathetic and supportive but also focused and able to lead
- You will be able to adapt in your role as it grows
- You will have a good understanding of Dementia and how it impacts life, or the willingness to undertake training
- You will be willing to be an ambassador for Dementia
- Experience of volunteer recruitment & selection processes & procedures

	Essential	Desirable
High standard of education	√	
Experience of working with volunteers	√	
Ability to show compassion and understanding with people affected by Dementia	√	
Understanding of Dementia		√
Good communication skills	√	
Ability to speak other community languages representative of our town		√
Patient and able to teach others to use IT.	√	
To work independently and proactively	√	
Understanding of the wider VCS and partners		√
Committed to Equal Opportunities	√	