

Memory Tree Café Assistant

Service	Memory Tree Café
Role Description	To support the Memory Tree Café team in running the Memory Tree cafes, for people who are living with dementia and their carer, family or friend
Location	Scratchley Hall, Thornton Heath, and/or St. Matthew's Church, East Croydon

Duties:

- Meeting and greeting group members at the door, signing them in, making them feel welcome, and issuing name badges
- Identifying new group members to the session, and introducing them to the team leader, who will speak with them before integration into the group
- Helping set up before and clear away after the café sessions, including activities, signage, tables, chairs
- Serving of refreshments.
- Escorting new group members to their seats and introducing them to others
- Helping to organise an information table with leaflets, booklets, and other useful resources for group members
- Taking part and helping to encourage with all activities including singing, playing word games, art and craft, music and exercise painting, jigsaw puzzles, and identifying other activities participants might be interested in

Skills Required:

- Patience and caring attitude
- Ability to empathise
- Willingness to learn
- Being able to follow instructions
- Good communication skills
- Using any current skills for activities
- Ability to work as a team with staff and other volunteers
- Understanding of confidentiality and Data Protection

Benefits:

- Sharing the skills you have
- Meeting new people and being part of a vibrant volunteering team
- Gaining new skills
- Travel and other expenses will be reimbursed subject to the completion of an expense form supported by receipts and approved by your line manager.
- Opportunities to look at other voluntary roles within the organisation if you wish to do so

Our vision is a Croydon where everyone can love later life
Integrity • Empowerment • Trust • Compassion • Collaboration

Support:

- You will receive a thorough induction before you start, to familiarise yourself with Age UK Croydon's policies and procedures.
- You will be assigned a line manager who is there to support and encourage you
- Training will be provided, and you will need to take part in relevant training to the role as and when it is required
- Regular supervision so you feel confident in your role
- Pre briefing and after briefing of café sessions will require your attendance

Time Commitment:

- Wednesdays at Thornton Heath
- Saturdays at East Croydon
- Volunteers expected from 12.30pm to 4.30 pm
- A minimum 6-month commitment is required with regular attendance (once a week)

Role is subject to references and DBS checks