

## Volunteer Description

<b>Volunteer title:</b>	<i>Dementia Meeting Center Volunteer</i>
<b>Responsible to</b>	<i>Meeting Center Service Manager</i>
<b>Location:</b>	<i>Stourport (Ravenhurst) and Kidderminster (Tulip Tree Centre)</i>
<b>Hours:</b>	<i>10 hours a week (5 hours at each location)</i>

### Main Purpose of the Job:

To support the running of dementia meeting centers in the county by assisting with engaging and stimulating activities.

### Responsibilities and Duties:

1. Assist the delivery of stimulating and engaging activity sessions once a week to people with a diagnosis of mild to moderate dementia
2. Assist the with preparation of refreshments for the center users
3. To provide a safe and social environment for people living with mild to moderate dementia and their family members. (This does not include personal care)
4. To assist in recording attendance and any requirements of the members.
5. Take into consideration the identity, characteristics and lived experiences of the individuals attending the café's e.g. BAME, LGBT+, disabilities, long term conditions, culture religion, Armed Forces veteran.
4. Work in accordance with GDPR and safeguarding best practice and quality frameworks.
5. Any other appropriate duties as requested by the organisation.

This role requires the employee to have their own transportation due to some of the areas covered.

#### Age UK Herefordshire & Worcestershire

Malvern Gate, Bromwich Road, Worcester WR2 4BN

T 01905 740950 W [www.ageukhw.org.uk](http://www.ageukhw.org.uk).

Registered Charity No. 1080545

## Other Information:

- Age UK Herefordshire & Worcestershire is a Brand partner of Age UK nationally.
- Age UK Herefordshire & Worcestershire is a member of, and works within, the philosophy and principles of the Age England Association.
- Age UK Herefordshire & Worcestershire is committed to equal opportunities, principles and practice.
- All staff, in their roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Herefordshire & Worcestershire set out in the overall strategic plan of the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.

## Person Specification

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	A good standard of education  A full driving licence.	A relevant qualification to a minimum of Diploma level (e.g. Community work, Volunteer Management, Social work) or other appropriate/relevant qualification. IAG Qualification.
<b>Experience</b>	Experience with older people or other relevant work experience relating to Dementia  Good customer service skills	Experience of using systems for monitoring and evaluation
<b>Knowledge or Awareness</b>	Understanding of the needs of older people and the types of issues they face	
<b>Skills and abilities</b>	Effective interpersonal skills with excellent verbal and written communication skills  Organised, with strong administrative skills	
<b>Personal Attributes</b>	Diplomatic, able to deal with sensitive issues and topics  Self-disciplined and highly motivated. A self-starter, happy to structure and organise own work	
<b>Other requirements</b>	Ability to travel within Worcestershire.  Due to the nature of the role the successful applicant will have a DBS check carried out before commencing employment	