

## Memory Cafe Club Assistant at various locations across West Sussex

<b>Role Title:</b>	Memory Cafe Club Assistant
<b>Responsible to:</b>	Club Coordinator & Support Worker
<b>Purpose of role:</b>	To support the smooth running of the Memory Café Club
<b>Location:</b>	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday of the month-Adastral Hall Hassocks 10-1pm 2 <sup>nd</sup> Tuesday of the month-Hurstpierpoint 13:30-16:30 4 <sup>th</sup> Thursday of the month-Lamb House, Haywards Heath 13:30-16:30
<b>Hours:</b>	Ideally 2-3 hours per week

### **About Age UK West Sussex, Brighton & Hove (AUKWSBH):**

AUKWSBH is a local charity working in our community to help older people. Over the years we've grown in order to provide vital services to those in need, firstly as Age Concern, then in 2010 changing our name to Age UK. Initially we were three separate organisations: Age UK West Sussex, Age UK Brighton & Hove and Age UK Horsham District. We merged in 2020 to become AUKWSBH.

### **About the role:**

As a Memory Café Club Assistant, you will help the Club Coordinator, Support Workers & other volunteers in the smooth running of the service. This can involve, but is not limited to, preparing refreshments for customers, supporting staff in the delivery of activities provided and supporting customers to have meaningful engagement.

### **Main tasks:**

- Help in supporting people living with dementia and their carers
- Arrive 30 mins prior to start of memory cafes to set and stay 30 mins at the end to tidy up
- Any other duties to be discussed and agreed between Volunteer and Coordinator/Manager

### **Role requirements:**

We are looking for people who are:

- caring, compassionate and patient
- Good at communication and listening
- Friendly and patient
- Able to comply with health and safety requirements
- Professional in manner

- Keen on working in a team
- Able to maintain confidentiality but alert the leader if they have any concerns about a client
- Available to support at least one of the above venues on regular basis

**How we will support you:**

You will get ongoing support. You will also be invited to attend volunteer support sessions, where you will always be encouraged to share your thoughts and concerns.

**Induction and training:**

You will get a full induction and there will be training. This will help you do the role well and confidently.

**Benefits of volunteering:**

- Be part of a growing team making a difference in the community
- Make new friends
- Enrich the sense of fulfilment and strengthen connections to the community
- Develop abilities in communication, problem solving and empathy
- Learn about our Charity's work
- Enhance employability through the valuable experience and knowledge gained with us

You will make a big difference to the lives of older people in West Sussex, Brighton & Hove. This experience can help you build your skills or apply for paid jobs.

**How to apply:**

Sign the agreement below and send it to [richard.harris@ageukwsbh.org.uk](mailto:richard.harris@ageukwsbh.org.uk)

.....

**Volunteer Agreement:**

I have read and understood the above role description and would like to become a volunteer for this service.

**Print Name** .....

**Date** .....