

Job Description

Post Title:	Volunteer & Activities Co-ordinator
Reports to:	Chief Executive Officer
Working Hours:	30 hours per week
Location:	Dementia Jersey office, St Helier

Overview

Dementia Jersey offers advice, support and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed and supported.

Purpose of post

The postholder will be responsible for

- the recruitment, training and support of volunteers
- the arrangement and delivery of tailored therapeutic activities and social events for people with dementia, family members and carers.

Line Management Responsibility

There is no line management responsibility with this role.

Main Duties and Responsibilities

- Manage our group of committed volunteers making sure they are matched with opportunities which recognise their interests and strengths.
- Continue to expand our number of volunteers by promoting what it means to be a volunteer and working with the Fundraising and Engagement coordinator to produce engaging content on our channels.
- Coordinate volunteer training including a detailed induction and specific learning opportunities linked to a volunteer's role, this may be undertaken solely or in conjunction with the Education Co-ordinator.

- Maintain accurate volunteer records about opportunities taken, including HR information as well as a training log.
- Plan at least two group meetings per year for the volunteers, as well as holding ad-hoc one-to-one meetings with volunteers as required.
- Design and develop tailored therapeutic activities for people with dementia and their carers, which are person centred and accessible.
- Make sure the activity programme incorporates a range of different activities ideally delivered in different settings and at different times to allow as many people as possible to attend.
- Regularly assess the effectiveness of activities and events and consider whether they continue to meet client's needs. Undertake client feedback surveys to ensure that activities and events are fit for purpose, beneficial, safe and stimulating.
- Plan and co-ordinate ad-hoc community events, such as outings, visits or cinema trips, matching the events to the season i.e. indoor events over the autumn/winter.
- Ensure that the welfare of all clients is safeguarded at all times. Produce a risk assessment for each service or event and raise any concerns with the Dementia Jersey Safeguarding Lead as soon as possible.
- Work with other services and agencies to develop and deliver activities and events in partnership.
- Work with the Fundraising and Engagement coordinator to produce leaflets/fliers/posters to promote activities and events, as needed.
- In addition to the duties and responsibilities listed above, from time to time you may be required undertake other tasks, duties or projects which may arise and are commensurate with the general level of this post.
- Work within the requirements of the Dementia Jersey Employee Handbook.

Person specification

Essential Skills & Experience

- GCSEs in Maths and English grade C and above (or equivalent qualification)
- Previous experience of planning, delivering and evaluating community activities and events.
- Experience of managing or coordinating people.
- Confident in delivering activities and presenting face to face and virtually.
- Empathetic, approachable and engaging.
- Creative, with a person-centred approach.
- Innovative and energetic.
- Able to work flexibly to meet the needs of the organisation and our clients.
- Excellent communication and listening skills with fluency in English.
- Knowledge of Office 365, particularly SharePoint and Excel.
- Basic knowledge of data protection & health and safety principals.
- Empathetic and approachable.
- Ability to work under pressure.
- Ability to take responsibility for own workload and to work on own initiative.
- A car owner with a clean driving licence is essential.

Desirable Skills & Experience

- An understanding of dementia
- First Aid trained (or the ability to undertake this training).

Additional Information

Five years residency is required for this role.

The post-holder needs to be able to work on a flexible basis to ensure the activities run smoothly and therefore is required to visit activities throughout the week.

Due to the nature of this role, there may be times where equipment needs to be transported, lifted and/or carried, therefore a certain level of fitness is needed.

A satisfactory DBS check will be required as part of the recruitment process.

Last updated: July 2021