

## Volunteer role description

# Volunteer co-ordinator

Volunteers are vital to Alzheimer's Society's goal of improving the lives of people living with dementia. Thank you for giving your time. This role description is designed to give you clarity about what you are going to do and who will support you in it.

**Note: this role has also been broken into two smaller roles, Volunteer Recruiter and Volunteer Supporter, for volunteers who prefer to help with recruitment *or* support, rather than the whole role of Co-ordinator.**

### How does this role make a difference?

The role of Volunteer Co-ordinator is to assist with the recruitment, selection and placement of volunteers to meet local needs. In addition, the role helps to ensure volunteers receive adequate induction and support in the first few months of joining the Society. This essential volunteering opportunity ensures we have the people we need to raise money, improve awareness, help behind the scenes and provide local services to anyone living with dementia and those who care for them.

### What will you be doing?

- Liaising with staff and other volunteers in the identification of volunteering recruitment needs
- Liaising with staff and other volunteers on the level of induction and other initial support required
- Assisting with the writing of volunteer role descriptions, using these as the basis for recruitment, induction and ongoing support
- Leading, or assisting with, the recruitment of new volunteers locally, following best practice guidance and using current Society paperwork
- Ensuring that all new volunteers receive standard volunteer induction, followed up by any role specific induction necessary for their particular role(s)
- Advising on (and arranging, where necessary) various methods of support appropriate to local need, thus helping to ensure that volunteering is both rewarding and motivating
- Helping to ensure that the learning and development needs of volunteers are recognised and addressed
- Listening to volunteers regarding their volunteering
- Maintaining recruitment/placement information
- Building local relationships with partners such as volunteer centres and other support agencies.

Volunteers are good at adapting to local need. So this role description highlights the kind of activity you may be involved with. Any local variations will be discussed separately as part of the recruitment process.

### **Will the role be suitable for you?**

Previous recruitment and support experience is useful but not essential, as training will be given. The role may be ideal for you if:

- You have experience of, or an interest in, recruiting people
- You have experience of, or an interest in, supporting and motivating people
- You have experience of, or an interest in, volunteering and voluntary organisations
- You can generate recruitment ideas and are able to promote the Society locally
- You are patient and supportive to people who may not have volunteered previously
- You recognise the importance of confidentiality and are committed to inclusion
- You are willing to attend support and training sessions
- You have good verbal and written skills
- You are well organised.

Any local variations will be agreed with you before you start volunteering.

### **How will you be supported in this role?**

Locality or activity manager, and/or local or regional volunteering specialist  
One-to-one and/or group based support

### **How much time will you need to give?**

This role is flexible, based on your availability and to be agreed with your line manager.

### **How will Alzheimer's Society support you?**

- You will receive relevant induction for the role
- You will benefit from ongoing training and other development opportunities
- You will be provided with one-to-one and/or group based support
- You will be reimbursed your agreed out-of-pocket expenses, in accordance with Society policy.

### **To be confirmed:**

All Society roles will be assessed regards the need for criminal record checks. This will be confirmed in due course.