

Volunteer role description

Volunteer recruiter

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.

How does this role make a difference?

The recruitment of a diverse range of volunteers to fulfil current and future service delivery and other functional volunteering opportunities is essential for the ongoing and increased support to people with dementia and those who care for them. This role is key to making this happen.

What will you be doing?

- Liaising with staff and other volunteers (such as the volunteer supporter) in the identification of volunteering recruitment needs
- Assisting with the writing of volunteer role descriptions, using these as the basis for recruitment
- Leading or assisting with the recruitment of new volunteers locally, following best practice guidance and using current Society paperwork
- 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 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, volunteering and voluntary organisations
- You have good verbal and written skills
- You are well organised
- You can generate recruitment ideas and are able to promote the Society locally
- You recognise the importance of confidentiality and are committed to inclusion
- You are willing to attend support and training sessions.

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

How will you be supported in this role?

Your line 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 with regard to the need for criminal record checks. This will be confirmed in due course.