

## Volunteer role description

# Volunteer supporter

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?**

Offering the right level of support to volunteers, especially those new to the Society, is essential to keeping them with us. This role is designed to ensure this happens.

### **What will you be doing?**

- Liaising with staff and other volunteers (such as the volunteer recruiter) on the level of support required
- Using volunteer role descriptions as a basis for also deciding the above
- Ensuring that all new volunteers receive the standard volunteer induction and that this is followed up by any role specific induction necessary for their particular roles
- Maintaining induction and other related information
- 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.

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 supporting and motivational 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, supporting and motivating 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 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.

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.