

## Volunteer role description

# National Events Assistant Volunteer

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?**

Events Assistant volunteers provide a key role in supporting the very busy National Events team. You will work with the events team in central office to deliver our varied and exciting programme of events and ensure that our event participants receive excellent customer care.

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

The role could include:

- General admin duties
- Mailings
- Research projects
- Data input
- Responding to participant queries
- Event day preparation support
- Financial processing

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

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

No special qualifications or experience needed. The role may be ideal for you if you:

- Are able to communicate clearly
- Have previous office based experience
- Have basic IT skills
- Are enthusiastic

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

You will receive support from volunteer support staff and the National Events team. You will also receive one to one and group support.

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

This role is flexible. You need to be able to commit to a minimum of half a day per week and, if possible maintain continuity over at least 6 months – however, we will be flexible on this.

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

- You will receive relevant induction for the role
- You will benefit from ongoing training and other learning and 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.