



ROLE DESCRIPTION

POST TITLE:	Lead Memory Cafe Volunteer
RESPONSIBLE TO:	SGDAA community development project coordinator and Retreat Memory Café Leadership Team

<p>Main Purpose</p>	<p>The Retreat Memory Café opened in September 2017 at St Stephen’s Church, Church Rd, Bristol BS16 4RH, Soundwell. The café is an initiative of Southern Brooks Community Partnerships and our aim is that the café will be lead totally by a team of volunteer leaders to support those who are living with dementia in the local area.</p> <p>A Memory Café is a place where people with a memory impairment, or those living with dementia (diagnosed or undiagnosed) can attend with a carer or alone (where appropriate), without fear, where they can have access to important social connections and activities that will help & enable them to live better with dementia. Activities at a memory cafe could include memory games, singing, memory bags, information talks and day trips.</p> <p>It is also a place where carers can meet others in similar situations, connect, exchange information, and offer support to each other.</p> <p>Most Memory cafes take the form of several tables set up with table cloths, with tea, coffee, biscuits and cakes being served by volunteers, who also meet and greet, arrange activities, interact and offer support in the form of a listening ear, friendly face and a place to relax to all members.</p> <p>We are working to make The Retreat Memory Café a place where those living with dementia can be supported to take an active part in the running of the café to the extent that each person wishes to be involved.</p> <p>This role will be supported by the SGDAA Community development project coordinator and the wider team of Southern Brooks.</p>
<p>Role of lead memory café leaders</p>	<p>To work with a team of leaders:</p> <ul style="list-style-type: none"> • To oversee the running of The Retreat Memory Café Sessions • To supervise the team of volunteers allocated on the rota • To ensure there are sufficient volunteers to cover the various areas of the café • To respond to any queries from members or volunteers • Working with the community development project coordinator, to ensure Health & Safety procedures are being followed by all volunteers • To provide feedback to the community development project coordinator for SGDAA

	<p>General volunteering duties, which may include:</p> <ul style="list-style-type: none"> • To meet and greet • To support Café members and help them make social connections with each other • To arrange memory café activities • To ensure paperwork such as registration forms, are maintained • To help generate fundraising leads <p>Not every volunteer leader will be expected to undertake all tasks. If you have a particular area of interest or skill, please indicate it on the application form.</p>
<p>Time</p>	<p>The café opens twice a month. Leaders can choose to attend both session which equates to 7 hours a month plus an hour a month doing administration tasks linked with the café.</p> <p>Leaders can also choose to attend once a month which equates to Approximately 3.5 hours on a monthly basis, plus one hour for admin tasks (09.15 – 12.45) in line with the Café rota.</p> <p>It might be necessary to attend occasional meetings and training sessions, plus attending occasional meetings and training sessions.</p>
<p>Support and Training</p>	<ul style="list-style-type: none"> • All volunteers will be fully supported through supervision and training. • We will work with volunteers to identify skills they want to develop while they are volunteering. • Opportunity to volunteer within other areas of Southern Brooks. • We will cover travel costs and other out of pocket expenses.
<p>Apply</p>	<p>Complete the form online and email to dementia@southernbrooks.org.uk, or return a paper copy to our office at Coniston Community Centre, The Parade, Coniston Road, Patchway, South Glos, BS34 5LP.</p> <p>Call 01454 868 570 for assistance with applying</p>
<p><u>DATA PROTECTION ACT</u></p>	<p>All volunteers are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to volunteers during their induction and training.</p>

Skills and Qualities Required

Post	Memory Café Lead Volunteer, South Gloucestershire Dementia Action Alliance
Skills	<ul style="list-style-type: none"> • Good people skills • Ability to listen to others • Ability to lead and encourage colleagues. • Good listening and communication skills • Ability to work as part of a team • Punctuality and reliability • Ability to respect privacy • Catering skills would be great but willingness to make tea/coffee!! • Ability to volunteer within service boundaries
Personal Qualities	<ul style="list-style-type: none"> • Trustworthy • Willing to learn about dementia • Friendly and welcoming • An interest in volunteering to support people with dementia • Committed to the ethos and values of Southern Brooks Community Partnership • Committed to Equal Opportunities • Aware of own development needs and a commitment to addressing them • Committed to achieving the best quality of life for people with dementia and their carers • Committed to achieving excellence in the delivery of the service • Ability to be calm, patient and caring • Ability to show empathy • Commitment to teamwork with volunteers from a variety of backgrounds • Commitment to attend relevant learning and development workshops • Comfortable with basic administration tasks
Desirable	<ul style="list-style-type: none"> • Experience of arranging group activities • Fundraising experience • Experience of leadership • Ability to use email for communication • Personal experience of dementia or caring for someone with dementia