



<u>ROLE DESCRIPTION</u>	
POST TITLE:	Memory Café General Volunteer
RESPONSIBLE TO:	Community Development PROJECT COORDINATOR and the Memory Café leaders.

<u>Main Purpose</u>	<p>Southern Brooks Community Partnership is working to make the community a more dementia friendly community. This volunteer role is to help deliver a Memory Café, and to engage with people with dementia and their carers, and ensure they feel comfortable and able to participate in the activities that the café will deliver.</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 and 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 SGDA Community development project coordinator, the lead volunteers and the wider team of Southern Brooks.</p>
Role of Memory Café Organiser Volunteer	<p>To take direction and work in partnership with the volunteer leaders and the Community Development Project Coordinator and the wider Southern Brooks team.</p> <ul style="list-style-type: none"> • Helping to set up and down the venue in the agreed layout • Assisting with serving refreshments • Working as part of a team to deliver the café activities: craft, exercises, supporting members to take an active part

	<ul style="list-style-type: none"> • Ensuring members are relaxed and able to participate in the café • Listening to people with dementia and their carers in a sensitive and supportive way and talking where it will be helpful • Providing support and encouraging members to share their experiences for the benefit of themselves and/or the wider group • Where appropriate, assisting the guest speaker • Assisting with tidying and cleaning after a session • Participating in evaluation of the service • Raising awareness about the memory café in Soundwell / Kingswood / Staple Hill • Attending learning and development activities relevant to the role • Some volunteers will be responsible for providing music or other art projects in the café <p>Being aware of and committed to Southern Brooks policies and procedures, such as data protection, and equal opportunities.</p>
<p><u>Support and Training</u></p>	<p>The volunteer will be asked to attend a volunteer induction training day</p> <p>We will work with volunteers to identify skills they want to develop while they are volunteering.</p> <p>We encourage volunteers with skills in music, singing, craft, art, to share these at the memory café for their own personal development and for the enjoyment of others.</p>
<p><u>General accountabilities</u></p>	<p>Work in compliance with the organisation’s policies and procedures and its commitment to equal opportunities.</p>
<p><u>Special notes and conditions</u></p>	<p>If you use your vehicle on authorised SBCP business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies SBCP against claims (including those concerning passengers) arising out of the use of the vehicle on official business.</p> <p>In return for your commitment and dedication to SBCP we offer regular training opportunities, active supervision and individual development, together with working in a fully supportive team.</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 General Volunteer, South Gloucestershire Dementia Action Alliance
Skills	<ul style="list-style-type: none"> • 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 complete basic records in writing (where relevant) • Ability to volunteer within service boundaries
Personal Qualities	<ul style="list-style-type: none"> • 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
Desirable	<ul style="list-style-type: none"> • Ability to use email for communication • Personal experience of dementia or caring for someone with dementia