



Would you like to make a difference in your local community while supporting a health & wellbeing service? Are you interested in gaining experience in the Health and Social Care Sector? Bradford Dementia Hub is looking for volunteers from all backgrounds and abilities to help support the delivery of this service.

Please Note: All roles can be adapted to suit the abilities and needs of a volunteer, please discuss with the volunteer coordinator.

ROLE DESCRIPTION

ROLE:	Office Volunteer
LOCATION:	Bradford Dementia Hub, 14 – 16 Rawson Place, Bradford, BD1 3QQ
ACCOUNTABLE TO:	Volunteer Coordinator
EXPERIENCE:	No specific experience is required
COMMITMENT:	To be agreed with the Volunteer Coordinator

ROLE OUTLINE

As an Office Volunteer, you'll support a range of administrative tasks, including updating records, making follow-up calls, organising information, preparing materials, and supporting staff with day-to-day administration. Your attention to detail and friendly approach will help us stay connected, responsive, and effective.

MAIN TASKS

- Welcoming visitors, answering phone calls, and responding to basic enquiries
- Updating client or volunteer records, maintaining accurate data in line with data protection regulations
- Filing, collating information, preparing documents, and providing administrative support to staff



- Supporting volunteer inductions and group sessions
- Provide support to Marketing and Communication volunteers
- Carry out any other duties which may be required and are consistent with the role in agreement with the Volunteer Coordinator.

THE IDEAL VOLUNTEER WILL HAVE

Essential

- Good communication and active listening skills.
- Awareness of or willingness to learn about dementia.
- Ability to communicate information and instructions clearly, sensitively and in an accessible manner.
- Ability to maintain confidentiality where required.
- Creative and good attention to detail.
- A willingness to learn and develop
- Being able to work with the public.
- Able to demonstrate empathy and compassion.

Behaviours and values

- A willingness to understand the challenges and barriers faced by people affected by dementia.
- An open-minded approach to individuals, avoiding judgement and stereotyping.
- Enjoy working collaboratively with others.
- A commitment to and understanding of equal opportunities.
- Patient and understanding.
- Ability to work effectively as part of a team and a positive approach to supervision.
- A Commitment to supporting and promoting our Anti-Racism Agenda.



TRAINING AND SUPERVISION

In house training and guidance will be provided during your Induction Period. We also provide ongoing learning and development throughout your volunteer experience along with regular supervision.

BENEFITS OF VOLUNTEERING

- We will make you feel welcome, included and respected.
- Receive one to one and group-based support.
- Access to a wide range of FREE training courses both online and face-to-face.
- Gain practical skills and experience.
- Join a great team of like-minded people.
- Enhance your CV.
- Secure a reference after 6 months of volunteering.
- Expenses reimbursed as agreed with the Volunteer Coordinator.

Please note: All Volunteer applicants will be supported by Inspire North to complete an enhanced DBS check

Please contact Bradford Dementia Hub Volunteer Coordinator to discuss the role and application process. Luke.Waltham@inspirenorth.co.uk

We look forward to hearing from you.

