



## **Job Description**

### **Volunteer Co-ordinator**

#### **Background Information**

The Forget Me Notes project aims to build community and challenge isolation using music. We are built upon dementia friendly values that enable each person who uses the service to feel fully involved and enabled to tell their story, even if this is without words. It first began as a choir but we soon saw the need to broaden the services we offer, realising the importance of music and memories to those who attended.

The **Forget Me Notes Choir** has been singing for more than six years meeting twice a month at a hall in West Edinburgh. The pandemic forced us to consider how we could continue to offer music therapy to people with dementia during times when social isolation is necessary for continued health. Lockdown and subsequent social distancing necessitated our moving the choir into a virtual context through zoom. This has proved to be extremely successful with people from all over the UK taking part. We currently have two zoom choir meetings per week and once a fortnight we sing outdoors in Saughton Park bandstand, Gorgie, Edinburgh. Even once all social distancing measures have been lifted we will continue with regular Zoom Choir sessions as they are so popular.

Our **Music Memories** sessions are held in a variety of community-based locations including care homes and sheltered housing complexes. A playlist of songs is chosen, sometimes by the choir facilitators or more often by participants in the

session. They are then sung together live with moments of reminiscence in between.

The newest aspect of our work is our **Volunteering Project**. We want to work with volunteers to take music into the homes of people living with dementia. This is an Edinburgh wide project that will enable people to bring community connections into their home when they have reached a stage in their dementia that means public outings can be difficult for them and their carer. Our volunteers will visit members and their carers in their home, and through the use of songs and reminiscence build a music-centred life story of the person. Using this music reminiscence, the volunteers will be able to explore the memories and individual experiences of the person living with dementia.

## **The Role**

We are looking for a Volunteer Coordinator to recruit and manage volunteers. With the support of senior staff, you will recruit people who are appropriate for the role of volunteer and train, motivate and inspire them to work alongside people with dementia and their carers in their homes. You will be responsible for matching volunteers to people, ensuring they are supported to be enthusiastic and encouraging to the people who use the service. You must possess excellent organisational skills, have an understanding of safeguarding, and have the ability to communicate with people from diverse backgrounds and experiences.

## **Responsibilities**

- Source and recruit volunteers
- Collect information on volunteer availability and skills
- Arrange for appropriate training when needed, especially safeguarding
- Produce activity schedules for each volunteer
- Coordinate teams of volunteers for events e.g. AGM, fundraising etc
- Communicate frequently with volunteers to ensure they feel well supported
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organisation and its actions is clearly communicated

## **Candidate Requirements**

- Proven experience managing volunteers or remotely based staff.
- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases e.g., Excel
- Able to communicate effectively with diverse people
- Excellent organisational and team coordination abilities
- A pleasant, outgoing personality
- Willing to respond to any other reasonable request made by Senior staff that help to fulfil the aims and objectives of the volunteer project.
- Willing to attend events as needed in the Edinburgh area (only local travel expenses can be reimbursed)
- Permission to work in the UK for the duration of the contract (min 12 months) is essential. Proof required please.

Post is 10 hours per week with a salary of £6,500 per annum (£22,750 FTE @ 35 hours per week). 1-year fixed term contract in the first instance.