



## Volunteer role description

### **Job Title: Matinée Event Support, Derbyshire County**

This is an outline of what the role may involve. If you are interested in taking part, then please contact Frances Watt, the Matinée Project Coordinator ([admin@matineederbyshire.org.uk](mailto:admin@matineederbyshire.org.uk)). She will be able to tell you more about the role, and link you with the Alzheimer's Society Volunteer Coordinator who will process your application.

#### **Where, when and how often?**

Matinée dementia film screenings are being organised across Derbyshire from Autumn 2016 to 2020. There will be approximately 4 screenings each year in each of the 9 districts of Derbyshire, including Derby City.

The venue is often a community centre, church hall or similar venue. Please check our website at [www.matineederbyshire.org.uk](http://www.matineederbyshire.org.uk) for further details and examples.

You will need to give a commitment that matches the schedule of screenings organised. Ideally, we would like to encourage a regular commitment over a series of film screenings in your chosen/local area(s). This will encourage a community spirit between returning audience and staff/volunteers which we believe will enhance the social and cultural experience.

#### **How much time will I have to commit?**

At your first event, you will need to commit at least 4 and half hours. You would need to arrive 90mins before the film starts to be briefed and meet the team, and to help prepare and familiarise yourself with the venue and procedures. At subsequent events, you would need to commit at least 4 hours, arriving 1 hour before the film starts.

#### **How does the role make a difference?**

The Matinée dementia friendly film screenings are for people with dementia or memory challenges, their friends, family members, and carers. The events aim to provide an enjoyable cultural experience for people living independently in the community.

Cinemas/ social activities are often inaccessible to this group; Matinée is a relaxed, everyday leisure activity, reducing social isolation and providing enjoyment. We provide reminiscence and other arts activities, plus refreshments, alongside film showings to prompt engagement, stir memories, and encourage deepening of relationships and mutual support.

You will provide support to the Project Coordinator to enable people affected by dementia to engage with and socialise with other attendees and participants in a welcoming and non-judgmental environment.

### **What will I be doing?**

Volunteers support the group in a number of ways including:

- Helping to set up the venue before people arrive (including putting up signage, moving chairs, setting out tables, prepping the kitchen etc.)
- Taking part in project evaluation and feedback, including filling in a simple evaluation sheet after each event
- Preparing and distributing refreshments, collecting in and washing items used
- Welcoming and talking with people with dementia and carers of people with dementia
- Assisting with car parking
- Supporting the Project Coordinator by encouraging participation
- Supporting the collection of feedback from participants
- Encouraging and supporting participation in activities
- Putting away chairs and tidying away at the end of the group

Volunteer roles may involve (by mutual arrangement):

- Sitting on the welcome desk to log attendees details for our records, give information to attendees, taking monies, etc
- Taking a more active role in the University of Sheffield project evaluation e.g. leading focus group sessions, video recording events

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

No specific qualifications or experience are needed. Training and ongoing support is provided to all volunteers.

The role may be suitable for if you:

- Know about, or are willing to learn about, dementia and its impact on people
- Are committed to inclusion and treating people from all backgrounds with dignity
- Enjoy meeting new people, demonstrating empathy and compassion
- Have good verbal communication skills especially face to face
- Are keen to provide a high standard of service
- Can respect the need to volunteer within service boundaries
- Are comfortable following guidance and procedures
- Recognize the importance of confidentiality and can show this in practice
- Are comfortable volunteering as part of a team of volunteers and employees
- Are prepared to complete induction into the role and attend necessary training

### **How will I be supported during my volunteering?**

You will be supported by the Matinée Project Coordinator. You will also receive one-to-one and/or group based support. Agreed out-of-pocket expenses, such as travel, must be agreed in advance, then can be reimbursed.

**What's in it for me?**

You'll be helping people feel less isolated.

You will be able to use your existing skills and experience, or learn new skills.

You will meet new people.

You will be signposted to further training/ development opportunities such as the national Matinée conferences in 2018 and 2020

**What do I have to do before I can start?**

To find out more or apply please email [admin@matineederbyshire.org.uk](mailto:admin@matineederbyshire.org.uk) or ring 07449 732322.

Please state that you are interested in **Matinée Dementia Friendly Film Screenings: Event Support, Derbyshire County**

If you want to get more involved in your local Matinée programme and have some more time to commit, you may also want to volunteer for the Matinée Publicity Support role (it is possible for one volunteer to do both roles).