

## Volunteering with Alzheimer's Research UK

# Office Volunteer (Information Services Team)

### Thank you!

Thank you for your interest in becoming an office volunteer for Alzheimer's Research UK.

Alzheimer's Research UK is the fastest growing medical research charity in the UK, tackling dementia, the world's greatest medical challenge. Our mission is to help bring about the first life-changing treatment for dementia by 2025, with an ultimate vision to end the fear, harm and heartbreak of dementia.

Our Information Services team provides a vital service to the public through the Dementia Research Infoline, answering questions about dementia and dementia research, and helping people to volunteer to take part in dementia research studies.

### What will the Office Volunteer (Information Services) do?

We're looking for somebody to assist the team with a specific ongoing task. Alzheimer's Research UK is one of the charity partners in a nationwide dementia research register called Join Dementia Research. The service is run by the National Institute for Health Research, but the charity plays an important role in being one of the points of contact for people wanting to sign up. One of the ways they can do this is by completing a registration form for Join Dementia Research. The completed forms are returned to us and we then have to input the data into the database.

The steps involved are:

- Checking that the volunteer is not already registered on the system.
- Entering the volunteer's data into the system and saving the record.
- Recording the registration in our secure Infoline Logger and on an Excel spreadsheet.
- Scanning the forms using the secure scanning system.

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

The workload is variable, but we currently have a backlog of forms to process, after which there will be a steady flow of forms coming in. Due to the sensitive nature of the data being handled, the volunteer will be required to come into the ARUK offices in Abington, just outside of Cambridge. We are grateful for your time and understand the need to be flexible therefore we will work with you to find times and hours that suit both of us – hopefully around 6 hours per week.

### What are we looking for?

Although you do not need to have previous experience of a similar volunteering role within a charity, ideally you will have the following:

- Accuracy, attention to detail and a methodical approach.
- An appreciation of the sensitive and confidential nature of the work.

- Experience of data entry and of using Excel.

## What are the personal benefits?

As part of your commitment to volunteering with Alzheimer's Research UK you'll:

- Go through our induction process and undertake essential training relevant to the role.
- Be part of a team playing a vital role in helping people to take part in dementia research, providing hope and a sense of purpose.
- Receive reimbursement of reasonable out-of-pocket expenses.
- Have the support of colleagues who'll be on hand to answer any questions as they arise.
- Meet new people and make new friends.
- Become part of a worldwide movement to defeat dementia.

## Why volunteer with us?

Our volunteers tell us that volunteering is fun and rewarding, and it gives them the opportunity to meet new people and have new experiences. But most importantly, it's their way of helping us defeat dementia.

Many of our volunteers have been affected in one way or another by dementia. Often, they've cared for a friend or family member with Alzheimer's or another form of dementia. Volunteering for Alzheimer's Research UK is their way of being part of the community that is fighting back.

## Our promise to you

When you become an Alzheimer's Research UK volunteer, we'll always treat you with respect, consideration and appreciation. We'll listen to what you have to say and ask you what you think. We'll make sure you're always working in a friendly and encouraging atmosphere. And of course, your health, safety and welfare are our top priority.

We'll be there to support you every step of the way, and we'll make sure you know exactly what you're doing. To keep you up to date with what's happening in our volunteering community, we'll send you our regular newsletter and e-newsletters.

## What's the next step?

To be considered for the role, please send your CV and a short letter explaining why you'd like to volunteer to [volunteer@alzheimersresearchuk.org](mailto:volunteer@alzheimersresearchuk.org). If your application is progressed, we will invite you to the office for an informal interview and a chance to meet the team you'd be supporting.

## Further Information

Thank you again for your interest in becoming an Office Volunteer. If you have any further questions or would like to discuss the role further, please don't hesitate to get in touch by calling the Volunteering team on 0300 111 5333 or emailing [volunteer@alzheimersresearchuk.org](mailto:volunteer@alzheimersresearchuk.org)