

Volunteering with Alzheimer's Research UK

Office Volunteer – Sporting Events

Thank you!

Thank you for your interest in becoming a Sporting Events Office Volunteer.

Alzheimer's Research UK (ARUK) are due to launch the **third** year of Running Down Dementia; an exciting fundraising campaign with the parkrun community. This role is key in enabling us to stay connected with our runners and support them in achieving their running targets and fundraising goals.

What will a Sporting Events Office Volunteer do?

This role will give those taking part the best experience possible. Using tools provided by the technology platform you will help motivate and recognise participants by improving their experience through personalised messages and rewarding those taking part. You'll:

- Review the fundraising performance of runners through the digital platform.
- Contact and provide encouragement to runners who have completed specific milestones in the challenge.
- Identify case studies of runners and flag them up to the sporting events team.
- Use the technical system to send pre-agreed messages of support to runners.
- Provide excellent customer service to existing fundraising supporters (including maintaining a polite, enthusiastic manner with prompt responses to enquiries), to acknowledge support and increase long-term loyalty.
- Manage relevant information on the charity's database, keeping detailed, up-to-date records of activity and income.
- Work in collaboration with the Sporting Events Team to ensure that communications promote and support the campaigns objectives.

How much time will I have to commit?

The successful applicant will start as soon as possible in **April 2018** and will volunteer up to eight hours a week between the hours of 10.00am-16.00pm Monday to Friday. Actual times and dates will be flexible to suit the successful candidate

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:

- Excellent digital knowledge and skills, preferably with, or working towards, a degree in digital media/marketing or an associated qualification.
- Experience of using social media and web technology.
- Strong written and verbal communication skills.
- Experience of using Microsoft Word, Excel and PowerPoint.
- Confident polite telephone manner.

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What are the personal benefits?

In return, as one of ARUK's fantastic volunteers you'll:

- Receive reimbursement of reasonable out-of-pocket expenses.
- Be part of a dynamic, forward thinking and professional team.
- Develop event and digital marketing skills to add to your CV.
- Be part of a worldwide movement to defeat dementia.
- Meet new people and make new friends.

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?

Please send a letter of application as well as your CV to volunteer@alzheimersresearchuk.org to be considered. If your application is taken through to the next stage, we will invite you to attend an informal interview with the team.

Further Information

Thank you again for your interest in becoming an office volunteer. If you have any further questions or suggestions, please do not hesitate to get in touch by calling the Sporting Events team on 0300 111 5 333 or emailing volunteer@alzheimersresearchuk.org