Project volunteer (Volunteering team)

Alzheimer’s Research UK is the UK’s leading dementia research charity. We believe that medical research can and will deliver life-changing preventions, treatments and one day, a cure for dementia.

Why we want you

As we seek to continue to grow our community of volunteers, we want to make sure we are doing everything we can to attract a diverse range of people to support dementia research. You will help us build up our promotion and advertising avenues by connecting with Volunteer Centres and other third-party organisations, to help us make sure our opportunities are reaching the broadest possible audience. We believe that helping us to create an up-to-date directory of platforms on which to advertise our opportunities will be a fantastic source from which to grow our community of volunteers.

What you will be doing

- Connecting with Volunteer Centres (VCs) (and similar) to generate up-to-date contact details.
- Identifying variations in registration processes with VCs.
- Liaising with VCs to see how we can best leverage their support.
- Recording any bespoke VCs processes that may affect or improve volunteer promotion.
- (Where appropriate) advertising volunteering opportunities with VCs and other third parties.
- Conducting similar research with other organisations, e.g., universities, community groups.

Where and when

We are looking for someone who can commit to one or two shifts (3 or 6 hours) each week either remotely or at our offices in Great Abington, just outside of Cambridge. This role can fit around any other commitments - we understand the need to be flexible and we will liaise with volunteers to create suitable arrangements.

The skills you need

- Good written communication and IT skills.
- Good organisational skills.
- Excellent understanding of the English language.
- Honesty and reliability.
- An interest in Alzheimer’s Research UK and the work that we do.

The benefits for you

- A warm welcome from us and some fantastic office experience.
- Charity sector administrative experience with potential for supporter-facing interactions.
- All the resources you might need to volunteer when you are with us.
- A full briefing at the start of your shifts.
- A key contact for all your queries before and during your volunteering.

You will also receive reimbursement of reasonable out-of-pocket expenses.

The next step

To apply, please fill in our online application form. If you have any questions about this role, please contact the volunteering team by email: volunteer@alzheimersresearchuk.org or telephone 0300 111 5555. For further details visit our website: www.alzheimersresearchuk.org/volunteer