



WEYBRIDGE DEMENTIA
ACTION ALLIANCE

Administration and Events Support Volunteer

The Weybridge Dementia Action Alliance is working locally to raise awareness of those living with dementia in our community. We are encouraging local businesses to join the DAA and support our community in becoming more dementia-friendly. Membership of the DAA is free but we do ask that businesses attend a 60 minute awareness session, provided by the DAA, or watch a video which allows them to become a Dementia Friend.

Your responsibilities

- Provide administrative support and assistance to the DAA in relation to meetings, including preparation of agendas, recording of meeting minutes and associated paperwork required by the DAA.
- Organise and provide administrative support for DAA events and special projects.
- Update the members contact detail list
- Maintain a directory of services and events.
- Visit local businesses and encourage them to join the DAA
- Help with the Christmas Market and Dementia Action Week and any other events the DAA decides to join or run.
- Help the DAA become a Charitable Incorporated Organisation

Your skills

- Possess good organising and administrative skills
- Has a high level of interpersonal and communication skills, both written and oral.
- Be computer literate and able to use MS office programmes with access to the internet and email.

We are a small friendly group and need you to help us grow bigger and stronger. We have four meetings a year and, working from home, you can set your own time and hours.

Please contact : Annabelle Yeomans 07786 434847



WEYBRIDGE DEMENTIA
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Community Marketing Support Volunteer

The Weybridge Dementia Action Alliance is working locally to raise awareness of those living with dementia in our community. We are encouraging local businesses to join the DAA and support our community in becoming more dementia-friendly. Membership of the DAA is free but we do ask that businesses attend a 60 minute awareness session, provided by the DAA, or watch a video which allows them to become a Dementia Friend.

Your responsibilities

- Provide marketing support and assistance to the DAA.
- Organise and provide marketing support for DAA events and special projects.
- Promote the DAA locally and in the surrounding areas of Weybridge.
- Design promotion material such as posters and displays.
- Work with local organisations to raise the profile of the DAA.
- Work with local advertisers to keep our name in the public domain.
- Give the DAA a social media profile.
- Maintain a directory of services and events
- Promote the Christmas Market and Dementia Action Week and any other events the DAA may decide to join or run.

Your skills

- Experience in marketing and promotion, in any capacity, using a wide range of media and techniques.
- Ability to generate ideas and transfer them into events and promotions.
- Be computer literate and able to use MS office programmes with access to the internet and email.

We are a small friendly group and need you to help us grow bigger and stronger. We have four meetings a year and, working from home, you can set your own time and hours.

Please contact : Annabelle Yeomans 07786 434847