

Volunteer Role Description –

Charnwood Musical Memory Box Assistant

Organisation Name	Charnwood Arts
Organisation Address	27 Rectory Place, Loughborough LE11 1UW
Telephone	07865 068 464
Email	Alison.mott@charnwoodarts.com
Role Title	Charnwood Musical Memory Box Assistant
Sessions based at	John Storer House, Wards End, Loughborough, Leicestershire, LE11 3HA
Responsible to	Alison Mott, Project Coordinator
Summary of role	<p>Charnwood Arts are working in partnership with Leicester Musical Memory Box, delivering and facilitating interactive singing and music-based sessions designed for individuals and their loved ones affected by dementia.</p> <p>Charnwood Musical Memory Box aims to offer an opportunity for people who are affected by dementia to connect with others in a community setting, using an art form that is proven to help support brain functioning and memory, with the objective of improving social activity and subsequent personal wellbeing using music, playlists and singing activity.</p> <p>This volunteer role will assist the Leicester Musical Memory Box session facilitators in the delivery and support of the Charnwood Musical Memory Box sessions.</p>
Expectations	<ul style="list-style-type: none"> ● Arriving on time ● Assisting set up. (This may involve assisting in setting up chairs and tables, if you are able to, signing in participants and providing refreshments to participants). ● Participating and assisting participation during the session ● Assisting tidy up ● Assisting in feedback collection

Time commitment	Approximately 4 hours a month for sessions. Sessions take place every second and fourth Tuesday of the month 1.45pm – 3.45pm (including setup and tidy up).
Skills	<p>Essential skills</p> <ul style="list-style-type: none"> ● Reliability ● Good interpersonal skills ● A desire to help people from all backgrounds participate in the arts <p>Useful Skills and experience (not essential)</p> <ul style="list-style-type: none"> ● Knowledge or experience of supporting individuals affected by dementia ● Knowledge or experience working with diverse groups with different needs
Training and support	<p>Introductory orientation (1 hour)</p> <p>Volunteer Handbook</p> <p>Dementia Friends information session (1 hour – as available)</p> <p>Regular check ins with agreed role reviews</p>
Reimbursement of expenses	<p>42p per mile from home (Loughborough-based)</p> <p>Bus fares / car parking tickets with receipts will also be reimbursed</p>
Benefits to the volunteer	<ul style="list-style-type: none"> ● Gain knowledge and experience in using singing and music to support individuals affected by Dementia ● Opportunity to develop new skills and interests ● Chance to meet new people and be part of a team
Application procedure	<ul style="list-style-type: none"> ● Application form ● Informal interview ● References ● DBS check