

CARERS IN HERTFORDSHIRE
Forum Support and Note Taker
Volunteer Role Description



One of the services we offer to unpaid family carers is the opportunity to attend Involvement Forums and events at different venues across the county. We are looking for volunteers to help on the day with organising these events.

NAME OF POST	Forum Supporter and Note Taker
WHERE	Forums mostly take place in Hatfield (the Dementia Forums move around Hertfordshire). Occasional visits to the organisation's Headquarters at 119 Fore Street, Hertford, Herts, SG14 1AX, may be required
WHEN AND HOW OFTEN	Forums last about 2.5 hours and are usually held on a Tuesday, Wednesday or Thursday. Events are run during the day time.
ABOUT	We are looking for someone to support with 'Meeting and Greeting' and note taking at our regular Carers' Forums, which include Dementia, Drug and Alcohol, Learning Disability and Mental Health. The notes are a record of what is agreed at the Forums and often include details of any information that has been shared so we are looking for someone who can take written notes and then type these up as a 'word document' which can be shared by email and put on to our website.
WHAT WE ARE LOOKING FOR	Good communication and organisational skills Commitment and reliability Enthusiasm to help unpaid family carers Car driver (as not all venues are on public transport routes).
WHAT YOU CAN GAIN FROM THIS OPPORTUNITY	An opportunity to help others An opportunity to meet and work with new people. The chance to enhance IT and note taking skills The chance to boost your CV.
GENERAL INFORMATION	There would also be the opportunity to attend our Volunteer Induction and Training events.
ADDITIONAL INFORMATION	We pay travel expenses and a light sandwich lunch is provided at Forums.

Please note this opportunity is only available to those over 18 years of age
 This role may require a DBS check (formerly CRB).

This is part of our "Support at Events/Courses" stream of volunteering

Contact us

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