**Role Description**

**Purpose of the Role:**

**Dementia Wellbeing Coordinator**

Peer support and meeting others in a social setting are a vital way for people affected by dementia to live the life they want, meet new friends, share experiences, find coping strategies and plan for the future.

The Dementia Wellbeing Coordinator will plan and promote all aspects of the charity’s support groups, including dementia cafes, peer support groups and activities. You will expertly facilitate the group to ensure all participants benefit from the group, promote wellbeing, and create a fun, friendly and informative atmosphere. Whilst always upholding our values to ensure people affected by dementia are at the heart of all we do. You will enjoy working as part of a wider team that works together to champion the rights of people affected by dementia to participate in family and community life.

**Reporting to:** Dementia Support Manager

**Line manages:**Group Volunteers

**Location:**North Kent locations

**Hours: 22.5**hours per week based around core hours Monday- Saturday, 9:00am-5:00pm. Some evening cover will be required to cover groups and workshops with prior arrangement.

**Salary:** £13,384.00

**The Role Responsibilities**

You will be driven by being part of an exceptional team that works tirelessly to improve the lives of people affected by dementia. You will be passionate about providing emotional and practical support to people living with dementia, their carers, and families. Creating a safe and inclusive environment for everyone, encouraging the people we support to contribute and engage.

1. Facilitate dementia cafes, support groups and activity sessions across Dartford, Gravesend and Swanley with the assistance of a volunteer team, creating a friendly and supportive environment that encourages the people we support to create their own outside networks in addition to our facilitated groups.

2. Empower people living with Dementia to take control of their group and support them to participate in discussions and activities.

4. Provide relevant information, advice, and guidance to the person living with dementia and their carer/ family.

5. Deliver peer support, assess suitability, conduct regular reviews, and implement the exit strategy, referring on to other appropriate support services when required.

6. Conduct impact assessments and reviews.

7. Keep in regular contact with the people attending the groups using all methods of communication, Telephone, email, text.

8. Conduct home visits (when necessary) to assess the suitability of person wanting to attend, promote group support and the discuss the benefits it offers.

9. Work in partnership with key stakeholders and ensure effective delivery of all sessions inviting guest speakers of interest.

10. Update Salesforce CRM system to record all communication and groups events on a daily basis. Maintain all administration tasks using Microsoft and SharePoint.

11. To deliver a person-centred approach, providing emotional and practical support to those living with dementia and their carers. Identify when to escalate issues to a Dementia Coordinator or external agency.

12. Conduct risk assessments, maintain health and safety of the group by following ADSS policies and procedures, agreeing the ground rules and with the group members.

13. Use internal and external social media platforms to promote the groups and associated activities.

14. Proactively engage with training, regular supervision and team meetings.

15. Promote and protect confidentiality and dignity in all areas of the organisation.

16. Work with the Volunteer Coordinator to induct and engage volunteers to assist at groups and provide the volunteers with informal support and supervision.

This role description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.

THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT

**We require our team to be fully vaccinated due to the vulnerabilities of the people we support vaccinated against Covid-19**

Closing date: 24th February 2023

Interviews will be conducted week commencing Mon 6th March 2023

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| EXPERIENCE | | |
| Experience of facilitating groups |  | ✓ |
| Experience of working in a busy environment keeping to deadlines |  | ✓ |
| Experience in accurate record keeping and maintaining a database | ✓ |  |
| Experience of building internal and external relationships and networks | ✓ |  |
| Experience of delivering presentations and workshops |  | ✓ |
| Experience of supporting people living with dementia and their carers/ family | ✓ |  |
| SKILLS & ABILITIES | | |
| Ability to motivate and communicate effectively with a wide range of people | ✓ |  |
| Able to communicate the charity’s vision, mission and values | ✓ |  |
| Excellent organisational skills and the ability to forward plan | ✓ |  |
| Presentation skills | ✓ |  |
| Active listening kills | ✓ |  |
| Ability to produce clear, accurate and effective written documents | ✓ |  |
| Proven knowledge of Microsoft Office suite and other IT solutions | ✓ |  |
| Ability to manage time effectively | ✓ |  |
| Non-Judgmental approach | ✓ |  |
| Confident to speak and engage with groups of people | ✓ |  |
| KNOWLEDGE | | |
| An understanding of dementia, the needs of people living with dementia and their carers | ✓ |  |
| A thorough understanding of group dynamics and group process | ✓ |  |
| Awareness of relevant legislation including Health and Safety and Data Protection |  | ✓ |
| The ability to maintain professional boundaries | ✓ |  |
| Awareness of other legislation including Safeguarding and Mental Capacity |  | ✓ |
| PERSONAL QUALITIES | | |
| Reliable, conscientious and empathetic attitude | ✓ |  |
| Flexible and enthusiastic team worker | ✓ |  |
| Resilient and able to work under pressure | ✓ |  |
| Committed to on-going personal professional development | ✓ |  |
| A non-judgemental response to the behaviours exhibited by people with dementia | ✓ |  |
| Committed to promoting equality, diversity and inclusion | ✓ |  |
| QUALIFICATIONS | | |
| Full driving license and access to a vehicle | ✓ |  |
| Evidence of continuing professional development |  | ✓ |

**SUMMARY OF TERMS**

**Tenure: Permanent**

**Hours: 22.5 hours per week, part time and flexible hours would be considered**

**Working pattern: To be agreed. It will be based around core hours of 9:00am -5:00pm Monday to Saturday, with occasional evening events and workshops.**

**Location: Remote**

**Based at: Safeharbour, Coldharbour Road, Northfleet DA11 8AE. Remote working and covering all venues across North Kent.**

**Starting salary: £11.44 per hour**

**Holiday allowance: 24 days per year (pro rate) plus Bank Holidays**

**Overtime: This role is expected to manage the delivery of its responsibilities within the above hours; any overtime should be discussed in advance with the dementia support manager and will be compensated with time off in lieu.**

**The closing date for this role will be Midnight on the 24th February 2023**

**Interviews will be held week commencing 6th March 2023**

**Full terms, including compliance with all relevant policies and procedures, are as outlined in the written terms of employment and the Alzheimer’s & Dementia Support Services employee handbook.**