



Job title – Dementia & Me Organiser

Responsible to: Services Manager

Salary: £11 per hour 20 hours week.

Fixed term contract: Fixed till 31 March 2025

Job Purpose:

To set up, develop, maintain services and activities for people living with dementia, their families and unpaid carers including:

Dementia Cafes

Peer Support Groups

Drop in clinics

Young Onset Dementia groups/activities

To facilitate and set up social and supportive activities that will be co-produced with local people with dementia and their families and carers

Job Description:

- Research and book the most appropriate and accessible venues to hold events and activities
- Maintain contact with people living with dementia, their family and carers in between events and activities
- Listen to the needs of participants to understand what other activities are needed and set those up where appropriate
- Organise refreshments for each event
- Access relevant local and national information and resources for people living with dementia, their carers and families to access whilst attending activities and events
- Liaise and develop relationships with local health and social care bodies and organisations to better facilitate cross referrals and facilitate access
- Market and publicise events using templates (branded)
- Prepare marketing materials and ensure that marketing is relevant to different groups of people (e.g. Young onset dementia) using the Dementia & Me templates provided.
- Data collection and reporting, up to date, timely and accurate.
- Recruit, train, and support volunteers
- Maintain contact with local Dementia Coordinators, Community Navigators and other potential referral routes and other community groups, schools, libraries, churches
- Feed into long term service development
- Respond to enquiries in a timely manner (within 3 working days)
- Adhere to organisational policies and procedures

This post is subject to an enhanced DBS check

Skills and attributes	Method of assessment
<p>Approachable and friendly/socially confident Attention to detail and accurate recording Excellent communication skills Good organisational skills IT skills Ability to manage workload and plan effectively to ensure seamless delivery of services.</p> <p>Ability to problem solve by thinking laterally to achieve results Listening and understanding</p>	<p>Application Form/ Interview</p>
Experience	
<p>Working with people living with dementia, their carers and family Experience of working with older people Experience of health and social care systems Experience of setting up activities and event planning Data collection and recording/reporting Ability to quickly form good relationships both internally and externally and represent the organisation in a positive manner</p>	<p>Application Form/ Interview</p>
Knowledge	
<p>Understanding of the challenges facing people living with dementia, their families and carers Knowledge and understanding of local voluntary sector and statutory bodies</p>	<p>Application Form/ Interview</p>
Work related circumstances	
<p>Commitment to equal opportunities Ability to meet the travel requirements of the post & possess a full, clean driving licence, have access to a car for work. Compliance with health and safety rules, regulations and legislation</p>	<p>Application Form/ Interview</p>