JOB DESCRIPTION

JOB TITLE: Training and Learning Co-ordinator (Dementia Support Service)

JOB PURPOSE: To design, develop, deliver and evaluate dementia training and learning programmes for staff, people living with dementia and families and informal carers.

ACCOUNTABLE TO: **Dementia Support Service Manager**

MAJOR TASKS:

1. Design and deliver an ongoing programme of high-quality training, information and learning activities designed for and with people living with dementia, families and informal carers that will enable them to be well informed about dementia and make informed decisions and future plans. Facilitate group activities.

2. Monitor the implementation of training, learning and development activities.

3. Design and deliver training programs that raise awareness of dementia in the community and that support dementia friendly communities.

4. Oversee the content and delivery of the Post Diagnostic Group meetings.

5. Liaise with the Group Co-ordinator to oversee the distribution of the Dementia Support Service's Information Pack.

6. Work with stakeholders including clients, families, informal carers, commissioners and the Memory Assessment to co-produce the Dementia Support Service Information Pack and ensure that it is continuously reviewed and developed in order to meet the needs of people living with dementia, including people living with Young Onset Dementia and their families.

7. Use data including feedback from clients and other stakeholders to support the continual improvement of training and learning activities.

8. Work with service users to co-produce the service user held record.

9. Work with GP's and other Primary Care colleagues to raise awareness of and enable access to training and learning activities.

10. Ensure that training and learning programs are accessible and responsive to the needs of diverse communities across Leicester and Leicestershire.

11. Deliver training to Dementia Support Service staff and volunteers.

12. Monitor the effectiveness of training and learning activities.

13. Maintain networks to ensure training and learning activities across the organisation are fit for purpose and up to date.

Training and Development

To discuss training and development needs with the Dementia Support Service Manager and undergo appropriate training and development as required.

Evaluate training undertaken and to apply it to the work programme. Undertake learning and development in line with personal development plans and the organisation's overall training plan.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.

2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.

4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____   **Date _____**

Please print name: _____