

JOB DESCRIPTION

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| Job Title: | Dementia Cafe Coordinator |
| Responsible to: | Memory Care Manager |
| Responsible for: | Volunteers |
| Location: | Community based in Birmingham |
| Contract Type: | Fixed Term Contract 12 Months |
| Hours: | 18 hours per week – 0.49 FTE (16 hours per week may be considered) |
| Salary: | £25,743 per annum pro rata + benefits |

Job Purpose

The Dementia Cafe Coordinator will build and establish a network of monthly dementia cafes across all ten constituencies within Birmingham. This role aims to provide a vital, accessible, and inclusive community where individuals living with dementia, their carers, and families can find support, information, social connection, and engage in meaningful activities.

Principal Duties:

- Facilitate and deliver dementia cafes in each constituency within Birmingham.
- Develop engaging and varied monthly programmes for each cafe, including educational sessions, therapeutic activities, creative arts, musical engagement, and opportunities for peer support.
- Work with existing internal services and external organisations to community map within each target constituency to identify suitable venues, local resources, and potential partners.
- Foster and maintain effective partnerships and collaborative relationships with other relevant programmes, organisations, and community stakeholders.
- Develop and implement effective marketing and communication strategies to promote the Dementia Cafes, ensuring high visibility and participation.
- Maintain accurate and up-to-date records on the CRM system.
- Adhere to safeguarding procedures and GDPR principles.
- Provide guidance and support to volunteers, overseeing their day-to-day contributions to service delivery.
- Represent the service at external meetings, forums, and events as required
- Establish systems for collecting feedback from attendees, volunteers, and partners to continuously improve cafe services.
- Monitor participation rates, engagement levels, and reported benefits for attendees for reporting.
- Undertake any other duties commensurate to the post

Please note: This role is subject to an enhanced DBS check and the right to work in the UK.

PERSON SPECIFICATION

Essential:

- Experience in delivering community support, project coordination, or a similar role, ideally within the health, social care, or voluntary sector setting
- Experience in facilitating groups, workshops, or sessions
- Experience working directly with individuals living with dementia and their carers, or a strong understanding of their needs and challenges
- Excellent interpersonal and communication skills
- Highly organised with excellent time management, skilled in planning, organising, and facilitating engaging group activities.
- Proactive and self-motivated, ability to work independently and as part of a team
- Good problem-solving skills and the ability to respond flexibly to changing needs of those you support
- Proficiency in IT, including Microsoft Office suite
- Committed to equality, diversity, and inclusion
- Driving licence and willingness to travel across Birmingham
- Flexible and willing to work occasional evenings/weekends if required

Desirable

- Experience in working with people living with dementia and their carers from culturally diverse and underrepresented communities
- Experience in outreach or community engagement
- Ability to speak additional languages relevant to Birmingham's diverse communities
- Knowledge of local services and resources available to people living with dementia and their carers