

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Dementia Carers Group Facilitator</b>
Responsible to:	Memory Care Manager
Responsible for:	Volunteers
Location:	Community-based across Birmingham (Constituencies covered Edgbaston, Ladywood, Selly Oak)
Hours/Salary:	37 hours per week (FTE)
Salary:	£25,935.52 per annum + benefits

### **Job Purpose:**

This role supports existing community groups for carers of people living with dementia, while also developing and delivering new, inclusive groups to maximise reach and accessibility across the city. The postholder will work closely with these groups to help them grow into self-led, independent, and sustainable networks.

The role involves managing all aspects of the carers groups, delivering a range of high-quality activities and workshops and bringing in specialist speakers to deliver engaging sessions tailored to dementia carers.

The postholder will also ensure the groups are aware of, and able to access the wider support offer from the Birmingham Carers Hub as well as working with Dementia Carers Count to deliver information sessions on dementia awareness and other relevant topics.

### **Principal Duties:**

- Identifying and mapping existing dementia carers community groups.
- Working with and supporting dementia carers community groups, to help maintain and strengthen their support offer to dementia carers.
- Establishing new dementia carers community groups where there is an unmet need, with the aim of them becoming independent and self-led.
- Engaging with dementia carers to understand their aspirations for activities and develop a community offer in response.
- Formulating and delivering a stimulating programme of activities for carer groups.

- Referring/signposting to other appropriate agencies and organisations for specialist support based on the carers needs and circumstances.
- Working with Dementia Carers Count to engage groups in Information Sessions to increase their knowledge of dementia and carer-related matters.
- Supporting the overall management and delivery of training offer for carers as required.
- Risk assessing working environments as appropriate in line with Health & Safety policies and procedures.
- Reporting any safeguarding/ incidents/ accidents to line manager
- Maintaining accurate and confidential records, ensuring activities, outputs and outcomes are recorded for reporting purposes.
- Supporting and developing volunteers, overseeing their day-to-day activities.
- Developing contacts, links, and relationships with other programmes such as Neighbourhood Network Schemes.
- Representing the team at external meetings where appropriate.
- Engaging with the wider Carers Hub partnership to ensure dementia carers groups are aware of and able to access the support available to their participants.

**Other duties:**

- Participating in and contributing to project and working groups across the organisation as requested.
- Working to achieve the objectives of the organisations' Equality and Diversity Policies.
- Undertaking any training required for the role and by the organisation.
- Participating in the supervision and appraisal systems adopted by the organisation.
- Undertaking any other duties commensurate to the post not specifically mentioned in this job description.

**Please note:**

**This role is subject to the right to work in the UK and a DBS check as appropriate.**

## **PERSON SPECIFICATION**

### **Experience and Knowledge:**

- Experience of engaging with carers
- Understanding of the impact of living with dementia
- Experience of working within community development, social work, health, or related field
- Experience of working in partnership with other local and statutory organisations
- Experience of making presentations and speaking at events, meetings, and workshops
- Demonstratable understanding and experience of working with people from different backgrounds with varying needs
- Experience of working with and supporting volunteers
- Understanding and commitment to the principles of good practice in relation to equality and diversity
- A good working knowledge and understanding of safeguarding practices.
- Demonstrable working knowledge of the Data Protection Act
- Understanding of Health and Safety as it applies to community-based delivery including risk assessment

### **Personal Skills and Attributes:**

- Excellent organisational and time management skills
- Excellent communication skills, being able to speak to older people from a wide variety of backgrounds
- Approachable, patient, empathetic, friendly, and able to get on with others and be a strong team player
- Capable of hands-on problem-solving and ability to generate ideas and solutions
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- Strong interpersonal and relationship building skills
- Self-motivated and able to work on own initiative
- Ability to respond to competing demands and to prioritise tasks
- Ability to work to targets and outputs to achieve funding contract requirements.
- Excellent IT skills
- Demonstrable commitment to continuing professional development and sharing learning with others

### **Other Requirements:**

- Flexible and willing to work occasional evenings/weekends if/when required
- Willingness to travel across Birmingham

- Commitment to incorporating Equal Opportunities principles into all aspects of work
- Enhanced DBS check
- Driving licence with access to a vehicle

**Education and Qualifications:**

- Evidence of training appropriate to the post