

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Dementia Project Lead
<b>JOB LOCATION:</b>	The Round House, Ashington
<b>CONTRACT:</b>	Fixed term contract– initially 9-months with potential for extension.
<b>HOURS:</b>	12 hours per week
<b>ACCOUNTABLE AND REPORTING TO:</b>	Head of Charitable Services
<b>RESPONSIBLE FOR:</b>	Planning, facilitating and reporting on a series of fun and engaging activities and social workshops for people living with mild to moderate dementia and their carers.
<b>PURPOSE OF THE ROLE:</b>	<p>To help run a programme of engaging, fun and stimulating activities and social workshops to improve memory, cognitive function and quality of life for people living with mild to moderate dementia, their carers and families.</p> <p>To connect with and support partnership relationships in order to recruit, retain and support participants and their carers.</p>

### **Background information:**

Age UK Northumberland is a local independent charity and brand partner with Age UK, as part of our service offering to people aged 50+ we are introducing a programme of activities and social workshops for people living with dementia.

Group members take part in meaningful and stimulating activities, proven to help maintain memory and mental functioning. The groups sessions offer fun and engaging activities in supportive environment where people can build new friendships and support networks.

This role would involve working with a facilitator to set up and carry out planned activities with a group of up to 8 participants, including discussions, word games, quizzes, physical activities, creative and musical activities.

## **THE MAIN DUTIES OF THE ROLE:**

- To recruit and welcome clients into our Dementia programme.
- To deliver a fun and engaging programme of pre-designed activities and social workshops for people living with mild to moderate dementia in collaboration with a facilitator – Two 24-week programmes will be working consecutively.
- Room set up and cleaning down of equipment and resources after each session.
- To encourage peer support between carers during the programme sessions.
- To complete weekly assessments and reporting.
- To develop and maintain effective working relationships with stakeholders across the charity.
- Any other duties as delegated by the Head of Charitable Services

## **PERSONAL SPECIFICATION:**

We are looking for someone who is:

- Friendly and has a good sense of humour
- Flexible, caring, patient and sensitive
- Good communication skills
- Is non-judgemental
- Has an understanding of the needs of older people
- Is prepared to undertake a DBS check
- Can commit to 12 hours per week at scheduled session times
- IT literate
- Car owner / driver

We offer out of pocket expenses, training, and support, and in return, you will join a great team and know that you are making a real difference in the lives of older people.

**For more information - call us on 01670 784 800.**

**To apply send your CV & covering letter to [joinus@ageuk-northumberland.org.uk](mailto:joinus@ageuk-northumberland.org.uk)**

**Closing date: Sunday 8 August, 2021**

## **Appendix A – Age UK Northumberland Values**

### **VALUES:**

Age UK Northumberland has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

**The AUKN Values below are relevant and can be applied to both the internal and external environment.**

respect and empathy

empower

trust and integrity

inclusion

community

### **Values in AUKN Behaviours - we pride ourselves on:**

showing consideration for all

being motivated to make a difference and promoting independence

always seeking to do the right thing

embracing difference

building connections

deliver service excellence

## Appendix B – Person Specification

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
<b>EXPERIENCE</b>	<p>Experience with dementia</p> <p>IT literate</p> <p>Experience and passion for organising events.</p> <p>A knowledge and understanding of the needs of older people and issues which affect them</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>SKILLS/ATTRIBUTES</b>	<p>Good communication skills</p> <p>Customer focused</p> <p>Capable of working on own initiative.</p>		Interview
<b>OTHER RELEVANT FACTORS</b>	<p>Able to work from different locations</p> <p>Current driving licence</p> <p>Car owner-driver</p>		Interview