



## **DEMENTIA FRIENDLY COMMUNITIES COORDINATOR**

### Job Description

- Hours:** 21 hours per week. Flexible working pattern considered.
- Responsible to:** Chief Executive Officer
- Location:** Office based (Hampton), some home working also possible.
- Responsible for:** None

### **Purpose of job**

Age UK Richmond provide support for older people throughout the London Borough of Richmond upon Thames. We are currently looking for an experienced, proactive and engaging individual to take on the newly created role of Dementia Friendly Communities Coordinator.

Dementia Friendly Richmond is a newly created initiative that will build on the work done by a similar project in the London Borough of Richmond between 2014 – 2017 and ties in with the Dementia Friendly London initiative run by the Alzheimer's Society.

This challenging and busy role will include:

- Facilitating the creation of dementia friendly communities in the London Borough of Richmond.
- Work in consultation with and engage people with dementia, their carers, local organisations, businesses and services to create and improve dementia friendly communities.
- Promote better understanding of dementia across communities, businesses and organisations in order to reduce stigma and discrimination and promote independence for people living with dementia.
- Coordinating networking events, recruiting new local members to the initiative, communicating to members and monitoring / evaluating progress.

## **Main Responsibilities**

1. To carry out consultation with people affected by dementia and their carers to identify priorities in creating dementia friendly environments in the local community.
2. To build relationships with and invite businesses, civic organisations, community organisations, local groups, health and social care contractors etc. to join the Dementia Friendly Richmond initiative and support them in the process.
3. To work closely with services designed to support people with Dementia and their carers, identifying gaps and areas of improvement.
4. To coordinate and manage the local community meetings- including setting agendas, creating an action plan, booking a venue, distribution meeting notes etc.
5. To coordinate and manage Dementia Friendly Richmond local community meetings and networking events- including setting agendas, creating an action plan, booking a venue, distribution meeting notes etc.
6. Ensure regular communication to Dementia Friendly Richmond members.
7. To promote the work both locally and nationally and support the development of dementia friendly communities.
8. Encouraging the take up of Dementia Friends training.
9. To establish systems for monitoring and evaluating the work of the community
10. To network within the locality and across the region to identify and share best practice as well as supporting dementia awareness raising activity and/or training.
11. To record information that ensures accurate and timely reporting and produce monitoring reports as required.

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### Person Specification

1. Strong and demonstrable partnership development and management experience and all-round project management skills. You will enjoy building partnerships, networks and relationships with a clear understanding of the challenges in doing so.
2. Excellent communication, networking and development skills- confident, and taking a strategic approach when necessary.
3. Experience of working with people with Dementia or their carers; within a Dementia focused service or a strong understanding of services for people with Dementia would be highly desirable.
4. Experience of starting a project from the start including putting in the systems and processes to support it, highly desirable.
5. Experience of working within or closely with voluntary sector organisations desirable, and aware of the challenges faced.
6. Good level of IT skills, including using databases.
7. A highly proactive, positive, self-motivated, creative and flexible approach, with excellent time management and organisation skills. You will enjoy being busy and working to achieve KPIs.
8. Experience of collecting, recording and presenting data and information in a clear way.
9. An awareness of the needs of older people and the challenges they face.