



Job title: Dementia & Me/Day Centre Manager
Responsible to: Business and Governance Officer
Salary: £26,000 per annum
Hours: 37 hours across 5 days per week
Base: Hollybush Day Centre

Job Purpose:

- To run Hollybush day centre on a day to day basis and its resources leading a team of staff to provide social and dementia day care which promotes the well-being of the clients by providing a wide a range of services as possible.
- To set up, develop, maintain services and activities for people living with dementia, their families and unpaid carers including:
 - Dementia Cafes
 - Peer Support Groups
 - Drop in clinics
 - Young Onset Dementia groups/activities
- To facilitate and set up social and supportive activities that will be co-produced with local people with dementia and their families and carers

Job Description:

Day Centre:

1. Manage staff and volunteers.
2. Assist (encourage) in the recruitment and 'on the job' training of staff and volunteers.
3. Maintain and monitor standards and quality of services available to older clients.
4. Maintain effective communication between the Chief Officer, staff and volunteers.
5. Maintain a warm, friendly and caring environment.
6. Supervise and monitor administration and financial systems and records.
7. Organise, initiate and develop activities and resources.
8. Ensure all installed safety, security, fire systems and procedures are correctly maintained.
9. To work in line with current legislation on Safeguarding, Information Sharing and Data Protection.

Dementia and Me:

1. Research and book the most appropriate and accessible venues to hold events and activities
2. Maintain contact with people living with dementia, their family and carers in between events and activities
3. Listen to the needs of participants to understand what other activities are needed and set those up where appropriate
4. Organise refreshments for each event
5. Access relevant local and national information and resources for people living with dementia, their carers and families to access whilst attending activities and events
6. Liaise and develop relationships with local health and social care bodies and organisations to better facilitate cross referrals and facilitate access
7. Market and publicise events using templates (branded)
8. Prepare marketing materials and ensure that marketing is relevant to different groups of people (e.g. Young onset dementia) using the Dementia & Me templates provided.
9. Data collection and reporting, up to date, timely and accurate.
10. Recruit, train, and support volunteers
11. Maintain contact with local Dementia Coordinators, Community Navigators and other potential referral routes and other community groups, schools, libraries, churches
12. Feed into long term service development
13. Respond to enquiries in a timely manner (within 3 working days)
14. Adhere to organisational policies and procedures

This post is subject to an enhanced DBS check

Person Specification:

Skills & Attributes	Approachable and friendly/socially confident Attention to detail and accurate recording Excellent communication skills Good organisational skills IT skills Ability to manage workload and plan effectively to ensure seamless delivery of services. Ability to problem solve by thinking laterally to achieve results Listening and understanding Capable of accepting responsibility Willing to take a flexible approach to duties
Experience	3 years' experience of working with people living with dementia, their carers and family. Experience of managing a small team

	<p>Experience of working with older people</p> <p>Experience of health and social care systems</p> <p>Experience of setting up activities and event planning</p> <p>Data collection and recording/reporting</p> <p>Ability to quickly form good relationships both internally and externally and represent the organisation in a positive manner</p>
Knowledge	<p>Understanding of the challenges facing older people and people living with dementia, their families and carers</p> <p>Knowledge and understanding of local voluntary sector and statutory bodies</p>
Qualifications	<p>NVQ in Health and Social Care desirable but not essential</p>
Work related circumstances	<p>Commitment to equal opportunities</p> <p>Ability to meet the travel requirements of the post & possess a full, clean driving licence, have access to a car for work.</p> <p>Compliance with health and safety rules, regulations and legislation</p>

June 2022