



**Job title: Dementia & Me Organiser**

**Responsible to: CEO**

**Salary: £11 per Hour**

**Hours: 20 hours across 5 days per week**

**Base: Age UK Tonbridge and Malling**

**Job Purpose:**

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:**

- Research and book the most appropriate and accessible venues to hold events and activities
- Maintain contact with people living with dementia, their family and carers in between events and activities
- Listen to the needs of participants to understand what other activities are needed and set those up where appropriate
- Organise refreshments for each event
- Access relevant local and national information and resources for people living with dementia, their carers and families to access whilst attending activities and events
- Liaise and develop relationships with local health and social care bodies and organisations to better facilitate cross referrals and facilitate access
- Market and publicise events using templates (branded)
- 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.
- Data collection and reporting, up to date, timely and accurate.
- Recruit, train, and support volunteers
- Maintain contact with local Dementia Coordinators, Community Navigators and other potential referral routes and other community groups, schools, libraries, churches

- Feed into long term service development
- Respond to enquiries in a timely manner (within 3 working days)
- Adhere to organisational policies and procedures

**This post is subject to an enhanced DBS check**

**Person Specification:**

<b>Skills &amp; Attributes</b>	<p>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</p>
<b>Experience</b>	<p>3 years' experience of working with people living with dementia, their carers and family.          Experience of working with older people          Experience of health and social care systems          Experience of setting up activities and event planning          Data collection and recording/reporting          Ability to quickly form good relationships both internally and externally and represent the organisation in a positive manner</p>
<b>Knowledge</b>	<p>Understanding of the challenges facing people living with dementia, their families and carers          Knowledge and understanding of local voluntary sector and statutory bodies</p>
<b>Qualifications</b>	<p>NVQ in Health and Social Care</p>
<b>Work related circumstances</b>	<p>Commitment to equal opportunities          Ability to meet the travel requirements of the post &amp; possess a full, clean driving licence, have access to a car for work.          Compliance with health and safety rules, regulations and legislation</p>