



# **Job Pack**

## **Dementia Project Coordinator**

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Age UK Westminster exists to promote the well-being of older people in the City of Westminster and to help make their lives a fulfilling and enjoyable experience. We focus on services that reduce financial hardship, disadvantage and social isolation for older people in our local community.

## **Information & Advice Team**

Age UK Westminster is a delivery partner for the "Westminster Advice Services Partnership", focused on the delivery of I&A services for older people in Westminster. We provide "drop-in surgeries" and appointments at community locations across the borough; outreach into the community, home visits for those who are housebound, and an enquires line for information and signposting.

## **Complex Needs Support Service**

We provide Information, Advice, Advocacy & Support to older people and their carers in Westminster on and around a range of complex issues they are facing in their lives. This includes but is not limited to welfare benefits, housing & social care, health care, bereavement, family life and loneliness.

## **Cost of Living Advice**

This involves supporting clients to maximise their income. The advisor assists clients by carrying out benefit checks and benefit applications. For those on means-tested benefits, low income, referrals are made on their behalf to the Cost-of-living support fund and for charitable grants.

## **Befriending**

This project provides weekly visits by a volunteer to older people to reduce their social isolation, particularly when they are housebound. A telephone call is available for those who don't want a volunteer visit.

## **General & Older Volunteering**

This project provides a wide range of volunteer opportunities suitable for all ages, needs and abilities with no upper age limit to who can apply.

## **Digital Inclusion**

This project helps older local residents make the most of the internet and their electronic devices in later life and help towards preventing loneliness and isolation. Age UK Westminster offers both group sessions and 1:1 support.

## **CNWL Digital Inclusion**

Funded by CNWL NHS Trust, the KCW Social Isolation project is delivered by Age UK Kensington & Chelsea and Age UK Westminster in partnership. The project provides digital inclusion learning and guidance to adults aged 55+ referred by the bi-borough Older Adults Mental Health team.

## **Maintenance Cognitive Stimulation Therapy (MCST)**

Face to face sessions available for people living with dementia in Westminster. Group members take part in meaningful and stimulating activities through our weekly 24-session Maintenance Cognitive Stimulation Therapy (MCST) programme proven to help maintain memory and mental function. The groups provide a fun, supportive environment where people can build new relationships.

## **The Heart of Westminster Memory Cafe**

The Heart of Westminster Café is a Memory Café for Westminster which offers a relaxed, informal setting for people with dementia and their family, friends and carers to get together. The Heart of Westminster Café provides a mixture of talks, information and advice, entertainment and activities.

## **Post Hospital Discharge**

Age UK Westminster's Wellbeing & Connections Service provides vital assistance to older Westminster residents as they return home after a hospital stay or major health event. This free service from our Wellbeing & Connections team supports those aged 60 and over in making the adjustment back to independent living.

## Exercise at home

Exercise at Home is a service that offers home-based sessions for individuals who might be housebound, living with chronic conditions, having mobility and balance issues, and find activities of daily living challenging.

## Fit4Life

Age UK Westminster's Fit 4 Life project provides a range of activities and fun exercise classes at a range of community venues across the borough, as well as in the comfort of your own home. Classes are suitable for all, from gentle to more vigorous and challenging sessions.

## Activities

Offering a diverse array of activities and services to support older people in the local community. Helping older adults live independently, stay active, and remain engaged with their local surroundings.

## How to apply

Please send your application to: **[enquiries@ageukwestminster.org.uk](mailto:enquiries@ageukwestminster.org.uk)**. For questions about the role, please email **[Liz.tack@ageukwestminster.org.uk](mailto:Liz.tack@ageukwestminster.org.uk)**.

### Your application should include:

- a covering letter that explains how you meet the person specification
- a CV detailing your recent experience, education and training
- names and contact details of two referees including one from your most recent employer/contracting organisation.

## What we offer

- Flexible working
- Hybrid working
- Training and development
- 7% pension contribution
- 28 days annual leave (plus bank holidays) rising to 30 days after five years of service (pro-rata for part time staff)
- London Living Wage employer

Closing date for applications: 18<sup>th</sup> June 2025 at 9am. Interview dates: week beginning 23<sup>rd</sup> June 2025.

# The Role: Dementia Project Coordinator

**Contract:** Permanent

**Hours:** Minimum 21 hours per week (with potential to increase based on service need)

**Days:** Monday – Friday 09:00am – 17:00pm

**Salary:** £28,000 - £31,000 FTE (pro-rata including London Weighting)

**Annual Leave:** 28 days per annum (pro-rata for part time), plus Bank Holidays plus up to 7% Pensions Contribution

**Reports to:** Wellbeing and Connections Service Manager

**Responsible for:** Dementia MCST and Dementia Cafe Volunteers

**Location:** Borough of Westminster (In-person delivery across community venues)

## About Age UK Westminster

Age UK Westminster is a local, independent charity working to support older people across the borough of Westminster. Our mission is to enable older adults to live healthy, active, and fulfilling lives, with access to the services, support, and social opportunities they need. We are committed to making Westminster a great place to grow older.

## Main Purpose of the Role

To plan, coordinate and deliver a stimulating program of weekly sessions within the borough of Westminster supported by our Dementia volunteers. These include the current Maintenance Cognitive Stimulation Therapy (MCST) sessions and our Memory Cafés. The Dementia Project Coordinator will also support wider dementia-focused and community-based services, ensuring person-centered delivery for people living with mild to moderate dementia and their families/carers.

# Key Responsibilities

## Service Delivery

- Plan, deliver, and evaluate engaging MCST sessions in accordance with best practices.
- Lead the coordination and facilitation of the Memory Cafés, providing a welcoming and supportive space.
- Undertake assessments of new participants, including home visits, to ensure group suitability.
- Liaise with carers, family members, and professionals to support participant wellbeing.
- Promote the service and build referral pathways with local partners.
- Contribute flexibly across other Age UK Westminster services where appropriate.
- Work with the Wellbeing Service Manager to further develop our Dementia offer as needed.
- Volunteer Management
- Supervise and support dementia sessions and volunteers.
- Ensure safeguarding, health & safety, and lone working policies are followed.
- Encourage a supportive and inclusive working environment.
- Monitoring & Administration
- Maintain accurate participant records.
- Provide required data and written reports.
- Participate in regular supervision, staff meetings, support and supervision 1:1 and annual appraisals.

## General Duties

- Attend training, events, and represent Age UK Westminster professionally.
- Support wider organisational initiatives and events.
- Carry out duties flexibly to meet service demands.
- Person Specification

# Person Specification

## Education & Training

Requirement	Essential	Desirable
Good standard of literacy and numeracy	✓	
Relevant qualifications in dementia care, social care, or group facilitation or relevant experience	✓	
MCST or cognitive stimulation Therapy training		✓
Safeguarding adults training		✓

## Experience

Requirement	Essential	Desirable
Working with people living with dementia	✓	
Leading group activities	✓	
Building referral relationships with external agencies	✓	
Experience supervising volunteers	✓	

## Skills & Knowledge

Requirement	Essential	Desirable
Ability to design and adapt engaging activity sessions	✓	
Strong communication skills	✓	
IT proficiency, including Teams, and Microsoft Office	✓	
Awareness of safeguarding and health & safety responsibilities	✓	
Understanding of older people's needs in Westminster	✓	

## Other Requirements

- Willingness to travel across the borough for in-person delivery.
- Commitment to Age UK Westminster's values, confidentiality, and equal opportunities policies.
- DBS clearance (this role is subject to a satisfactory Enhanced Disclosure & Barring Service check).