

## Tide – Together in Dementia Everyday

### Job Description – Learning and Development Coordinator Scotland

<b>Job Title:</b>	Learning and Development Coordinator
<b>Responsible to:</b>	Head of Tide Development
<b>Responsible for:</b>	There are currently no line management responsibilities
<b>Key relationships:</b>	National Carer Involvement Leads for England, National Carer Involvement Leads for Wales; Carer Involvement Leads in each country; Learning & Development Coordinators in each country and Impact Manager
<b>Contract:</b>	Permanent
<b>Probation:</b>	Four months
<b>Hours</b>	Full time 35 hours a week
<b>Location:</b>	Tide Carers Network office in Scotland is Robertson House, 152 Bath Street, Glasgow, G2 4TB. This post will require travel throughout Scotland, with occasional travel in the rest of the UK. Some occasional international travel to conferences and learning events may be necessary
<b>Region:</b>	Scotland
<b>Salary Band:</b>	£25,000 – £28,000 per annum depending on experience
<b>Annual leave</b>	25 days

## General context

There are an estimated 850,000 people in the UK living with dementia, supported by thousands of unpaid carers. Many family carers or friends of people living with dementia report that they receive insufficient support from health and social care services, leaving them feeling isolated, burnt-out and unable to look after their own well-being. The number of carers is set to increase over the coming years, so it is vital that carers are given the opportunity to speak up for themselves and come together to raise their profile, voice their needs and influence better quality of care and support at all levels.

tide – together in dementia every day – is the UK wide involvement network for carers and former carers of people living with dementia, hosted by the Life Story Network CIC. Tide is being established as a separate charity, with LSN becoming a wholly owned subsidiary company. The overall aim of the tide carer network is to improve their experiences as unpaid carers as well as the services available to those they care for. In recognition of these needs, the Big Lottery is providing a three-year grant for the tide carer involvement network to become established in England, Wales and Northern Ireland.

## Job Summary

As Learning and Development Coordinator you will work with the Learning and Development Coordinators to deliver an inspiring and exciting Carers Development Programme (CDP) based on the identified learning needs of our tide carer members. You will work with the Carers Involvement Leads to deliver the CDP in Scotland, and with the wider Learning and Development team to support the development and delivery of the programme across the UK. You will also be responsible for capturing evidence of impact from those same groups of people.

The postholder will be responsible to the Head of Tide Development initially; this will be kept under review as the organisation grows.

The post holder will be expected to undertake a broad range of responsibilities and duties. These include:

### **Working with current and former carers of people living with dementia in the tide network**

- Support a systematic process of engaging with carers to identify their current knowledge and skills as well as their learning and development needs;
- Work with the other Learning and Development Co-ordinators engaging with carers and former carers to co-design and develop a suite of programmes that will meet the emerging needs of tide members;
- Help to ensure that carers feel welcomed, valued and understand their role and commitment;
- Work with the Head of Tide Development and the other Learning and Development Co-ordinators to project plan, implement & co-ordinate development programmes;
- Promote the effective use of evaluation and feedback forms so that we can ensure our development programmes are relevant & of high quality;
- Report any concerns regarding the potential vulnerability of current and former carers and people living with dementia to the Head of Tide Development and Head of Operations in line with the organisation's Safeguarding and Protection of Adults at Risk Policy

### **Working with the wider LSN and tide team**

- Support a systematic process of identifying the current knowledge and skills across the team and identify ongoing training and development needs of staff members;
- Contribute to the identification of training needs, building learning and development plans and developing learning interventions and materials that can be delivered in-house.
- Work with the Carers Involvement Lead and Business Support Officer to ensure that all the systems and processes are in place to deliver a high quality learning and development experience for participants on our programmes including: equipment, expenses, travel arrangements, interpreting services, providing biographies and any promotional materials;

### **Working with partners**

- Keep abreast of new developments within the health and social care sector supporting the to create new learning opportunities to ensure these are reflected in practice;

- Proactively research a broad range of partner organisations, particularly in the educational and research field, to explore opportunities for commissioned or collaborative work;

**General responsibilities**

- Promote tide on social media in line with good practice and the organisation’s Use of Social Media Policy;
- Participate in regular supervision and appraisals with your line manager;
- Participate in training and take personal responsibility for development in the role;
- Pay due attention to health and safety at all times and where necessary risk assess venues prior to an engagement activity, with particular reference to tide carers as volunteers, in line with the organisation’s Volunteering Policy and Health and Safety Policy.

**Personal Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE grades A-C (or equivalent) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant further or higher education qualification</li> <li>• Vocational qualification</li> <li>• Teaching Qualification</li> </ul>	Application form and certificates – request original copies at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Co-ordinating complex and busy learning programmes</li> <li>• Working alongside stakeholders to achieve organisational learning goals</li> <li>• Group facilitation and helping others to work and learn together</li> <li>• Working in a similar role that includes working alongside</li> </ul>	<p>Monitoring and co-ordinating learning activities to carers</p> <p>Simple research and analysis skills</p>	

	people with particular needs to co-design development programmes		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of how the health, social care and voluntary sectors work in Scotland</li> </ul>	Knowledge of current Scottish Government policy and legislation relevant to dementia and carers of people living with dementia.	Interview / application form
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication and presentation skills</li> <li>Working understanding of Microsoft applications in particular Word, Excel Powerpoint &amp; Publisher</li> <li>Well organised and able to motivate others to work in a systematic planned style.</li> <li>Competent in setting up and using audio-visual equipment in a training environment</li> <li>Ability to present material in creative and accessible formats</li> </ul>	Creation of video and audio material to enhance learning materials	Interview / references
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>Willing to carry out all duties and responsibilities of the post in accordance with the LSN's equal opportunities and diversity policies</li> <li>Willing and able to travel across the designated region regularly</li> <li>Willing and able to travel across the UK and occasionally International travel to</li> </ul>		

	<p>conferences etc.</p> <ul style="list-style-type: none"> <li>• Willing and able to stay away from home overnight occasionally</li> <li>• Clean license and access to a car -</li> <li>• Willing and able to work flexibly if required</li> </ul>		
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Our Values	Our Behaviours
Transparency	We will be upfront, open, and honest with ourselves and others. To build trusting relationships, we will share our rationale for making decisions and taking actions even when this may be difficult to do.
Tenacity	We will have the courage and resilience to remain dedicated to our mission and have the humility to consider alternative ways of doing this where this will lead to a greater impact on improving people's lives.
Inclusion	We will always value the diversity of perspectives, experiences, knowledge, skills, cultures and beliefs that people have to share and contribute in the pursuit of our mission. All voices will be welcomed and all contributions recognised.
Empathy	We will aspire to understand the feelings of everyone we work with so that they feel valued and respected.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
(Post Holder)

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_  
:

(Manager)

Date: 18.3.19