

Tide – Together in Dementia Everyday Job Description – Regional Carer Involvement Lead Scotland

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| Job Title: | Regional Carer Involvement Lead Scotland |
| Responsible to: | Head of Tide Development, National Lead for Scotland and Northern Ireland |
| Responsible for: | There are currently no line management responsibilities |
| Key relationships: | Two Regional Carer Involvement Leads in Scotland, Learning & Development Coordinator, Impact Manager and other Carer Involvement Leads and Learning and Development Coordinators throughout the UK |
| Contract: | Permanent |
| Probation: | Four months |
| Hours | 28 hours (4 days per week, flexible days) |
| Location: | <p>This post requires remote home working (with access to hot desking opportunities as required), and regular travel within the assigned region in addition to travel to the tide Head Office in Glasgow at Robertson House, 152 Bath Street, Glasgow, G2 4TB.</p> <p>The post will also require occasional travel within the rest of the UK to conferences and learning events as required with overnight stays, so a full clean driving licence and access to a car are essential.</p> |
| Region: | Scotland – This post covers Edinburgh, The Lothians, Dumfries and Galloway and the Borders areas |
| Salary Band: | £25,000 – £28,000 per annum, pro- rata (depending on experience) |
| Annual leave | 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 a UK wide involvement network for carers and former carers of people living with dementia, hosted by the Life Story Network CIC. Using lived experience, tide enables a diverse range of carers to have a powerful collective voice, which raises awareness of their unique needs and rights, ensuring that these influence practice, policy and research at all levels. The tide network in Scotland is funded by the Life Changes Trust

Job Summary

As one of our Regional Carer Involvement Leads in Scotland, you will be working closely with our Head of tide Development and National Lead for Scotland and Northern Ireland as well as our two other Regional Carer Involvement Leads and our Learning and Development Team to strengthen and increase the establishment of the tide network in Scotland.

You will have responsibility for the designated geographical regions as well as a thematic lead, which may include one of the following: carers of people living with dementia from Black and Minority Ethnic Communities, young carers caring for family members with dementia or carers from the lesbian, gay, bisexual, and transgender community.

Our work ethos and values appeal to people, who are passionate, values driven, self-directed and flexible team players, who have great interpersonal skills, learn quickly, and relish the opportunity to deliver real social change for people who are caring for or have cared for someone living with dementia.

Working closely with a wide range of partners at local community level, you will have a key role in identifying and recruiting carers and former carers to tide; ensuring that their development needs are identified and met through our unique Carer Development Programme.

You will ensure practical, emotional and psychological support is provided to tide members, before, during and after any involvement, event or process. This will enable their effective participation and involvement as equal partners in any process and at any level required.

You will be proactively involved in the production, collection and co-ordination of data for both our own self-evaluation and the external evaluation of tide in Scotland.

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

- Proactively identify and invite current and former carers of people living with dementia to join our growing tide carers network in Scotland and building its capacity whilst promoting and raising awareness;
- Be the first point of contact across for your designated geographical locality for current and former carers of people with dementia who are members or interested in joining tide in Scotland;
- Assist carers to participate in events, helping them with their contribution and presentation, providing carers with the emotional and psychological support before, during and after any involvement process (including sending briefing documents, alerting them to the nature of the audience, environment and key themes)
- Help to ensure that carers feel welcomed, valued and understand their role and commitment;
- Identify opportunities for current and former carers to be invited to and participate fully in events, where they can share their lived experience to positively influence the future dementia care and support;
- Actively create and maintain collaborative working relationships with other statutory and voluntary organisations and networks across the region.

- Working with the Learning and Development Coordinator and the wider team of Regional Carers Involvement Leads across Scotland, you will contribute to the co-development and co-delivery of our carers development programme, designed to be supportive, flexible and enabling to give carers practical skills plus emotional and psychological support to enable them to share their experiences constructively;
- Ensure tide members are provided with the relevant feedback on their impact and that they know how much they are valued and respected as experts by experience;
- Signpost tide members to any local or national resources, which may assist them when they highlight any issues or concerns regarding their day to day or previous caring role
- Report any concerns regarding the potential vulnerability of tide members and/or 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 partners

- Proactively engage with a broad range of partner organisations, initially at the local level through working with a range of Dementia Friendly Communities and the Integrated Commissioning Partnership Boards as well as other community projects to build awareness and promote tide in Scotland;
- Identify and foster collaborative working relationships with other statutory and voluntary organisations and networks across the region to widen the impact of tide;
- Identify opportunities and work proactively with the Head of tide Development, Head of Business Development and Performance and the Business Support Officer to establish and build effective partnership working and ongoing funding opportunities, especially when this enables us to achieve economies of scale, minimise potential duplication and add value to strengthening the voice and involvement of carers and former carers of people living with dementia across Scotland;
- Proactively work with partners to collect the relevant quantitative and qualitative information, which will contribute to our internal and external evaluation to measure the impact, outcomes and reach of tide across Scotland;

General responsibilities

- Promote tide on social media in line with good practice and the organisation’s Use of Social Media Policy;
- Ensure that the relevant data on tide members is accurately recorded and maintained in line with the organisation’s good information governance and best practice under the organisations Data Protection policy;
- Ensure that all practicalities for events are covered including: equipment, expenses, travel arrangements, interpreting services, providing biographies and any promotional materials
- 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 assesses venues prior to an involvement activity, with particular reference to tide carers as volunteers, in line with the organisation’s Volunteering Policy and Health and Safety Policy.
- Undertake other tasks, duties or projects which may arise from time to time, which are commensurate with the general level of this post and as directed by your line manager.

Personal Specification

| ATTRIBUTE | ESSENTIAL | DESIRABLE | HOW ASSESSED |
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| Education/ Qualifications | <ul style="list-style-type: none"> • GCSE grades A-C (or equivalent) in English and Maths | <ul style="list-style-type: none"> • A relevant further or higher education qualification • Vocational qualification | Application form and certificates – request original copies at interview |

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| <p>Experience</p> | <ul style="list-style-type: none"> • Experience of caring for someone with dementia • Experience and or understanding of dementia and the emotional and practical challenges families experience • Experience of working in a participatory way and empowering carers and former carers to be fully involved as equal partners • Ability to work independently and as part of a team • Experience of facilitating groups • Experience of working or volunteering with an organisation that supports carers • Experience of speaking at conferences and events • Experience of using creative ways of engaging /working with diverse communities either BAME, LGBT or young carers of people living with dementia | <ul style="list-style-type: none"> • Experience of coordinating the work of carer volunteers • Experience of programme evaluation with the ability to extract valuable/key information in order to influence the future decision making process. • Experience of supporting adults who may be vulnerable, as legally defined in the Protection of Vulnerable Groups (Scotland) Act 2007 • Experience of working using a human rights based approach • Experience of organising conferences and events | <p>Application form, interview, references and probationary period</p> |
| <p>Knowledge</p> | <ul style="list-style-type: none"> • Knowledge of how the health, social care and voluntary sectors work in Scotland | <ul style="list-style-type: none"> • An understanding of the Scotland Act 1998 and how this impacts on devolved matters | <p>Interview / application form</p> |

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| | <ul style="list-style-type: none"> • Knowledge of current Scottish Government policy and legislation relevant to carers of/and people living with dementia. • Knowledge of the need for confidentiality and understanding of Data Protection Act 1998 | <ul style="list-style-type: none"> • Knowledge of the various approaches to programme evaluation and in particular Theories of Change • Knowledge of the Adult Support and Protection (Scotland) Act 2007 • Knowledge and use of human rights and the importance of embedding this in practice for carers of/and people living with dementia • Knowledge and appreciation of different types of dementia and their impact on carers and the person with dementia. | |
| <p>Skills/Abilities</p> | <ul style="list-style-type: none"> • Team player, but also able to work on own initiative • Considerate, sensitive and empathetic towards others • Excellent verbal and written communication skills • Working understanding of Microsoft applications in particular Word, Excel & | <ul style="list-style-type: none"> • Good working knowledge of the Internet and IT skills including databases • Good working knowledge of social media especially twitter | <p>Interview / references</p> |

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| | <p>Power point</p> <ul style="list-style-type: none"> • Able to get on with people from all walks of life • Good presentation skills and ability to adapt when talking to different audiences • Well organised and able to motivate others to work in a systematic planned style | | |
| <p>Work Related Circumstance</p> | <ul style="list-style-type: none"> • Willing to carry out all duties and responsibilities of the post in accordance with the LSN's equal opportunities and diversity policies • Willing and able to travel across the designated region regularly • Willing and able to travel across the UK and occasionally International travel to conferences etc. • Willing and able to stay away from home overnight occasionally • Clean license and access to a car • Willing and able to work flexibly if required | | |

| Our Values | Our Behaviours |
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| 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. |