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**RECRUITMENT PACK**

**ST ANDREW’S CHURCH OF SCOTLAND**

**(SC013968)**

**DEMENTIA HUB**

**SUPPORT / ADVOCACY WORKER**

***(15 months fixed term contract)***

****

**Thank you for your interest in this post**

**We hope this recruitment pack is helpful**

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**St Andrew’s Church of Scotland**

**29 Mount Stewart Street**

**Carluke ML8 5EB**

**SC013968**

Dear Applicant

Thank you for your interest in working for St Andrew’s Church of Scotland: Carluke.

In this pack you will find

* Information about the Dementia Hub
* Information about the post
* Information about the duties pertaining to the post
* Person specification
* Application form

Please do not send a curriculum vitae (CV) as this will not be considered.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to [admin@standrewscarluke.org.uk](mailto:admin@standrewscarluke.org.uk) before midnight on 24 September 2021.

The post is part time (10 hours per week –preferably Tues, Fri)

Please note that interviews will be carried out either in person or via Zoom/Teams

Should you wish an informal and confidential discussion about this post please contact Mrs Liz Bradley 01555 751797.

We hope you find the information helpful in allowing you to tell us why you are interested in this post and what skills you could bring. We look forward to receiving your completed application form.

Yours sincerely



Rev Helen Jamieson

Minister of St Andrew’s Church of Scotland

**St Andrew’s Church of Scotland: Carluke (SC013968)**

**Dementia Hub – Advocacy / Support Worker**

The Dementia Hub has developed since small beginnings in 2012. It aims to

* provide activities, advice and support for people living with dementia and their carers
* develop new ways of support by actively listening to and involving people living with dementia and their carers
* ensure a strong volunteer base committed to providing excellent support to people living with dementia their carers and family
* increase awareness of dementia within our community and beyond
* develop strong partnership networks with other agencies

Prior to the coronavirus pandemic the Dementia Hub offered Drop in Support, Drop in Activities, Health Walks, Outings, Special Events, Garden Project, Heart for Art, Playlist for Life Information Point, Mainly Men reminiscing, bereavement support. Online and telephone support has been maintained and in-person support is now being re-commenced in line with current guidelines

**Management of the Post**

Line managed by the Minister, this post is a key supportive post to the continued development of the Dementia Support Hub and the postholder will be expected to report to and work closely with the Kirk Session (leadership team within the Church), the Governance Team and the Development Team.

**Work Location :** St Andrew’s Church, Carluke or home working (dependent on government guidelines)

**Hours:** 10 hours per week - core hours of 11am – 4pm over two days (preferably Tuesday, Friday)

**Salary:** £11 - £13 per hour depending on experience

**Main Tasks**

* provide continuity of support/advocacy for people living with dementia and their carers; helping to maintain their independence, improving their sense of well-being, and putting them in more control of their lives.
* To assist people with dementia and their carers to identify their needs and access appropriate services.
* To encourage and support the involvement and training of volunteers

**Specific Duties**

* Getting to know those who attend all aspects of the Dementia Support Hub and developing good interpersonal relationships
* Assisting people living with dementia and their carers to identify their needs and access appropriate services by offering regular telephone/face to face/ online remote support
* Maintaining accurate, up to date contact records and support plans.
* Attending /organising monthly ‘Carers Catch up’ in person/online
* Providing information about partner support and making referrals as appropriate
* Liaising with and further developing networks of support by continuing good relationships with all relevant partner organisations who work in the field of dementia care/support
* Developing a proactive approach to reaching people with dementia and carers who may not otherwise access our services
* Meeting with the Minister or other designated line manager for monthly supervision and support
* Liaising with Administrator and providing any temporary absence cover as required to maintain services
* Attending meetings of Development Team as required and assisting the team in the identification of other areas of need and service development for people affected by dementia
* working with other organisations (statutory, voluntary and independent) to identify need and to help maximise the availability of local resources.
* Assisting in raising public awareness about dementia and the way it affects families and individuals, and participating in local events such as conferences
* Undertaking any other duties or projects commensurate with the nature of this post as required

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| **Knowledge** | E1  E2 | Knowledge of dementia care /lived experience of provision of dementia care  Good IT skills | D1 | Social work/mental health/counselling/listening skills/advocacy qualification |
| **Skills and**  **Abilities** | E3  E4  E5  E6 | Excellent interpersonal and communication skills both written and oral  Able to communicate effectively with a wide range of agencies and individuals  Able to build good relationships built on trust and confidentiality  Able to assess/ evaluate need, prioritise workload and seek support when required | D2  D3 | Experience of delivering dementia training/awareness  Listening/counselling/advocacy skills |
| **Experience** |  |  | D4 | Experience of providing ongoing support to people with dementia and their families within a community setting |
| **Other** | E7  E8  E9 | Caring, empathetic manner  Commitment to CPD in the field of advocacy/dementia support  Able to work occasional out of hours |  |  |

**ADVICE ON COMPLETING YOUR APPLICATION FORM**

It is very important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and list the skills, knowledge and abilities that the shortlisting/interview panel will be looking for.
2. Section 5 asks you to provide information about your relevant knowledge, skills and experience for the post and as such is the most important part of your application. It is not enough to say you have the experience – please demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from outwith formal employment.
3. Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.
4. A Protection of Vulnerable Groups (PVG) is required as part of the job.
5. Applicants must complete all parts of the application form.
6. Application forms must arrive on time.
7. References will be taken up prior to any appointment being confirmed.

**Application to St Andrew’s Church of Scotland (SC013968)**

**for the post of Support/Advocacy Worker**

**To be returned to:** admin@standrewscarluke.org.uk

**by:** midnight on 24 September 2021

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| --- | --- |
| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? yes/no |
| Postcode: | Email address: |

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| **Section 2: Qualifications and training**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | | | | | |
| Qualification and/or training | | | Subject | | Date | |
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| **Section 3: Present employer (if employed)** | | | | | | |
| Name & address of employer: | | | | Date commenced employment: | | |
| Job title: | | | | Notice required: | | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | | | | | |
| **Section 4: Previous employment (list in order, with most recent employer first)** | | | | | | |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). | | | | | | |
| **Dates** | | Name and address of employer | | Job title and nature of work | | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
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| **Section 5: Relevant skills, experience and abilities** | | | |
| With reference to the **job description and person specification,** please explain how your work experience (including unpaid work) training, knowledge, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant and provide examples from your own practice where helpful, eg it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice. (maximum 750 words) | | | |
| **Section 6: References** | | | |
| We require a minimum of 2 references including your current or most recent employer | | | |
| **Reference 1: Current / most recent employer** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email | |
| **Reference 2** | | | |
| Name: | Position/connection to you if not in an employment capacity | | Tel no: |
| Name: | | Address:  Email | |

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| Do you have a PVG for adults? |  |
| Are you eligible to work in the UK? |  |
| Do you know of any reasons why you may not legally be able to take this position? |  |
| Do you have any specific requirements in order to perform this job effectively? |  |

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| --- |
| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I am aware that all offers of employment are subject to satisfactory references, a PVG check and are subject to confirmation of UK working entitlement.  I realise that false information or omissions may lead to dismissal without notice.  Signature: …………………………………………………………………………………(electronic signature is acceptable)  Date: …………………………………………………. |