

**Job title: DEMENTIA FRIENDLY MUSSELBURGH DEVELOPMENT WORKER**

**Contract:**  6 months Fixed Term Contract

**Salary:** Equivalent FT Salary: £19,000 - £27,374 pa depending on experience

OR

**Project:** £20,000 as project/freelance

**Hours:** Flexible, based on 35 hours per week. Job share will be considered

**Location:**  Musselburgh, but with a mixture of working from home and travel primarily in East Lothian

**Reports to**: HR Director, Dementia Friendly East Lothian

**Responsible for**: N/A

**Closing Date for applications: Wednesday 17th August, 5 pm.**

**PURPOSE OF THE JOB**

Dementia Friendly East Lothian and the Musselburgh Area Partnership share a vision of Musselburgh as place where people living with dementia and unpaid carers are valued and respected members of our community. We are passionate that dementia is about everyone. Whilst this is a serious project with serious outcomes, creating fun, joy and togetherness are important outcomes and key to success.

Dementia Friendly Musselburgh will support communities across the Musselburgh Area to be informed about dementia and enabled to create inclusive and empowering places for everyone. It will link closely with the Musselburgh Meeting Centre we are setting up with East Lothian Health and Social Care Partnership.

As Development Worker, you will play a key role in helping us realise our shared hopes and aspirations, working with people living with dementia, unpaid carers/supporters and communities across the Musselburgh Area.

**What success looks like:**

We will know that Musselburgh is a Dementia Friendly Community when people living with dementia and unpaid carers and supporters tell us:

·      I live in a place that suits me and my needs

·      I am able to be as independent as possible

·      I get the help I need when I need it

·      I feel safe, listened to, valued and respected

·      I am empowered to do the things that are important to me.

**ABOUT THE JOB**

You will work in partnership with the Musselburgh Health and Well Being Group, DFEL, Musselburgh Area Partnership, East Lothian Health and Social Care Partnership, Volunteer Centre East Lothian and others. You will also build on a series of community conversations about dementia which have demonstrated a lot of support and enthusiasm across Musselburgh for a Dementia Friendly initiative.

You will use Assets Based Community Development approaches and techniques, working with individuals, families, organisations and whole communities in an inclusive way, empowering people to play an active role in their community. Your approach will be based on the Life Changes Trust’s Dementia Friendly Community Toolkit.

Your work will involve:

* Promoting and supporting the development of Musselburgh as a vibrant and sustainable Dementia Friendly Community
* Ensuring people living with dementia and unpaid carers/supporters are full, active and equal participants
* Working in partnership with the Musselburgh Health and Well Being Group and Connected Communities to create and deliver an action plan that tangibly improve lives
* Building strong and enabling relationships across and within the community, bring together people of all ages together and challenging stigma and discrimination
* Designing and delivering events, activities and communications that inspire and support our aspirations for Musselburgh and which bring joy, fun and meaning to life.
* Promoting intergenerational projects and approaches
* Working in partnership with Volunteer Centre East Lothian to support volunteering, including by people living with dementia and unpaid carers
* Telling our story and sharing information and news, including establishing a Newsletter, events and social media, including a regular blog.
* Promoting the work of Dementia Friendly Musselburgh and sharing and learning with other Dementia Friendly Communities
* Managing the Dementia Friendly Musselburgh Project, evaluating and reporting

**ABOUT YOU**

We are looking for the right person for this challenging and rewarding post/project, so there are no essential qualifications. Where the successful candidate requires training, this will be provided free, in work time as part of the post.

We positively welcome applications from people living with dementia and unpaid carers/supporters and people with a wide range of experience, relevant to the requirements of the job.

We’re looking for someone who:

* Shares our values and aspirations for Musselburgh
* Is positive, creative and flexible
* Likes to work with people, ensuring everyone is included and valued
* Ensures that everyone can make a difference and all skills, experience and resources are drawn upon
* Enjoys working as part of a diverse team of different groups, skills and perspectives
* Has excellent time management and organisation skills.
* Is self-motivated and work with minimal supervision
* Is committed to equality and inclusion and rights

You should have at least 2 years relevant experience and be able to demonstrate skills in some or all of the requirements of the post. We would like you to demonstrate and give practical examples from any area of your life. Ideally, we would like you to demonstrate an understanding and appreciation of Musselburgh, from your experience or knowledge.

Please draw on all your relevant experience. We value and recognise skills and experience gained through self-management, unpaid work, paid work, volunteering and your personal life. Ideally this experience is round dementia, but we know that there are many similarities with living with and supporting other long-term conditions

We do not expect you to be an expert in all these areas! We would like you to demonstrate you have experience you can draw on and the enthusiasm and commitment to make change happen. We will provide training and support as part of your development in the post.

**Other requirements**

* Ideally clean driving licence
* Access to a care for work
* The successful applicant will be subject to a PVG check.

**FURTHER INFORMATION ABOUT THE POST**

**MANAGEMENT**: Line or project management will be provided by Sue Northrop, HR Director, Dementia Friendly East Lothian.

The overall project will be managed by the Dementia Friendly Musselburgh Development Group and you will be a member of this group. The Group will oversee the delivery, impact and operational management of the project but have no line management responsibilities for this post.

**TRAINING:** Induction will be provided on commencing employment. We will discuss with you what training will help you feel skilled, knowledgeable and confident to take in the role and achieve our outcomes.

**HOURS OF WORK:** You will be based primarily in Musselburgh, working in different community venues and from home. There may be other travel, primarily in East Lothian

* Flexible, based on 35 hours per week
* As well as day time work, there will be (planned) evenings and weekends from time to time. Time worked more than contracted hours is rewarded with time off in lieu.
* Job share will be considered
* You will be able to work online and to work in community settings and at home.

**HOLIDAY ENTITLEMENT:** You will be entitled to 14 days paid leave over the 6-month period of the contract, and up to 6 public holidays which can be taken flexibly. You will also be entitled to 2 non-transferable leave day are offered. These are Christmas Eve and the 3 working days between Christmas and New Year. As this is not a full year contract, we will be happy to talk with you about using your leave flexibly. All leave must be agreed with the line manager.

**TRANSPORT**: Reimbursement will be made for expenses incurred on business travel. Allowance for car usage will be paid at 45p per mile. There is no assisted car purchase or leasing scheme.

**APPLYING & SELECTION**

This pack contains the information you need to make an application for the post or project. If there is anything you want to ask or discuss, please contact us.

**Closing date: WEDNESDAY 17TH AUGUST AT 5PM**

**Interviews: THURSDAY 1st SEPTEMBER in MUSSELBURGH**

**1. Thinking about applying**

We positively welcome applications from people living with dementia and unpaid supporters and are open to people with a wide range of experience, relevant to the requirements of the job.

Qualifications are not essential, but the successful applicant will be required to successfully complete the essential training outlined in the application pack. If you require any adjustments for any form of disability, please get in touch.

People living with dementia and people who are or who have been an unpaid supporter/carer for someone with dementia are welcome to speak in confidence to a someone with similar experience from Deepness Ltd who are providing peer-to-peer leadership and support.

**2. Making an application for the post:**

If you would like to apply for the post, please send us:

* A letter of application, telling us in your own words why you want the job and why you think you’re the best person for the job.
* ·Contact details for referees - two people who know you and we can contact to ask about your suitability for the post.  Often this will include an employer, but not always. You should not include someone who is a partner or family member.
* A covering letter with your name, contact details and stating that you are applying for the post
* ·Completing the equality and diversity form is optional. It helps us ensure that we promote equal access and opportunity and fairness.

**3. Making an application as freelance/project basis**

If you are applying to run the work as a project or as freelance bases, the total available is £20,000. Please send us:

* A letter of application, telling us in your own words why you/your organisation are applying for this work and why you have the skills and experience to deliver
* An outline project proposal for how you would deliver the outcomes and an outline budget for the project. You should also provide information about the team that would be responsible for delivering project, including a named contact.
* Illustrations of 2 previous projects completed that are similar to this and details for clients we can contact to discuss your work with them
* A covering letter with the name, contact details and role of the main contact for this project and stating that you are applying for the project.
* Your organisation’s equality and adult protection policies.

**4. Submitting your application:**

You are welcome to submit your application by post or e mail.  The contact information is below. We will acknowledge receipt of you application and inform you of our decision as soon as possible. Contact Sue for any questions or issues about the application process.

Your application must reach us by **WEDNEDAY 17TH AUGUST by 5PM** whether by post or e mail. Please note that we are unable to accept applications after the closing date, even due to postal delays.

**Email:** Applications should be submitted by e mail to: [sue@dfel.org.uk](mailto:sue@dfel.org.uk)

**Post**: We will consider applications by post also. Please send them to

Sue Northrop

Dementia Friendly East Lothian

29, Williamstone Court

North Berwick

EH39 4RQ

We will acknowledge all applications. If for any reason you don’t get an e mail or phone call from us, please contact Sue.

**5. Invitation to an interview:**

**Interviews will be held on THURSDAY 1ST SEPTEMBER in Musselburgh.**

You will be interviewed by representatives of the Musselburgh Health and Well Being Partnership and DFEL. We will ask you about your application and you will have an opportunity to ask us questions also.

**6. Making our decision** We hope to make our decision soon after the interview date. The appointment/grant will be subject to satisfactory checks with Disclosure Scotland and your references. If we are unable to find the right person, we will not appoint and will re-run the advertisement.

**7. Letting you know -** We will let everyone know the outcome of our decision and offer feedback.

**If you have any questions of queries about your application, please contact:**

Janice Macleod, Chair Musselburgh Health & Well Being Group:

E mail: janicemacleod16@gmail.com

Phone: 07528856147

Thank you for your interest, we look forward to hearing from you!

**DEMENTIA FRIENDLY EAST LOTHIAN: FURTHER INFORMATION**

Dementia Friendly East Lothian exists to transform the daily lives of people with dementia and unpaid supporters, so they are equal and valued members of their community, with a life that gives them meaning and joy and opportunities to enact rights and citizenship.

People with dementia and unpaid supporters have been getting together over many years in local Friendship Groups and our regular DFEL Gatherings. Over time, we have formed strong friendships and found our voices to speak out about the things that matter to us.  We have been supported all the way by communities wanting to be more dementia friendly and professionals in the East Lothian Health and Social Care Partnership (ELHSCP), East Lothian Council, the NHS and Third Sector who have worked with us to do things differently and better.

**Our approach** is based on the Life Changes Trust (LCT)  'Whole Life Approach[1]’ which brings together evidence and learning from the Trust’s work about what improves the lives of people living with dementia and unpaid carers around 5 key themes: Human rights; communities; independence, confidence and support; peer support and information, awareness and training.

**Our values**:

·      We will work in an open and honest way with all our partners.

·      We will work with integrity and trust.

·      We will aspire to create dynamic, forward thinking, inclusive and caring communities.

·      We will be passionate and inclusive about what we do.

**Our Aims:** We will know we have achieved our aims when people living with dementia and unpaid supporters tell us:

·      This suits me and my needs

·      I am able to be as independent as possible

·      I get the help and support I need when I need it

·      I feel safe, listened to, valued and respected

·      I am empowered to do the things that are important to me

1] https://www.lifechangestrust.org.uk/dementia-whole-life-approach-resource-creating-better-lives

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**EQUALITY & DIVERSITY MONITORING FORM**

Dementia Friendly East Lothian wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the organisation in encouraging equality and diversity.

We need your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form along with your application form documents.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition, including dementia?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this Sue Northrop, DFEL or we can suggest a Director who lives with dementia if you prefer.

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

Yes No  Prefer not to say 

The information in this form is for monitoring purposes only. If you want to discuss how we can support you as a working carer, please discuss this with Sue Northrop DFEL or we can suggest a Director who has caring experience if you prefer.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexitime  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in: