



**St Andrews Church of Scotland:Carluke (SC013968)**  
**Dementia Hub (The Hub)**

**Hub Development Manager**

**Job Description/Person Specification**

**HOURS and LOCATION**

Part time 21 hours per week – core hours of 10am - 4pm Tuesday, Thursday, Friday based in St Andrews Church Halls.

The post includes 2 hours of evening work per month (normally Tuesday evening) to meet with the Hub Development Team

**PURPOSE OF POST**

This fixed term, three year post, will have lead responsibility for the development and delivery of a programme to consolidate and grow 'The Hub', which aims to provide excellent community based, caring support for people living with dementia and their unpaid carers and family members. Currently the Hub has attendees from the Clydesdale area of South Lanarkshire and further afield

**MANAGEMENT OF THE POST**

The Development Manager will report directly to the Minister of St Andrews and St Andrews Kirk Session.

More specifically the postholder will

1. Work flexibly and cooperatively to lead a small staff team and our team of committed volunteers, to ensure the support provided continues to meet the needs of those attending the Hub
2. Build excellent relationships with those who attend the Hub on the three days per week it is currently open, so that, through careful listening, suggestions and current concerns of attendees may continue to form the basis of the development of the Hub.
3. Meet monthly and collaborate effectively with the Hub Development Team which comprises volunteers, carers and people living with dementia ensuring that those who are living with dementia and unpaid carers are always proactively involved in decision making regarding the development of the Hub
4. Provide a monthly written update to St Andrews Kirk Session and meet as required with the Governance Team which is a sub group of St Andrews Kirk Session.
5. Meet regularly with volunteers to ensure their commitment is recognised and supported.
6. Continue to work proactively with all those currently on the Hub network of wider contacts and seek to develop and maintain good networking relationships by participating in local, regional and national forums/conferences

**PRINCIPAL RESPONSIBILITIES**

- To provide effective leadership, based on teamwork, to ensure the continued development of the Hub.
- Meet regularly with the Development Team and all volunteers to organise the delivery and development of the Hub activities (including trips) ensuring this provides choice and matches the needs and aspirations of those attending the Hub
- Working closely with the Hub Administrator, Support Worker and Garden Project Officer, provide a monthly written report to the Kirk Session.
- Review existing advice and support services and in consultation with the Development Team, bring forward recommended improvements.
- Work collaboratively with the Administrator, Support Worker, Garden Project Officer and Church Safeguarding Coordinator to recruit, induct and train volunteers.

- Work collaboratively with the Support Worker and Administrator to ensure that support needs of attendees and those on the Hub contact list are met
- Develop and coordinate the implementation of the gardening project to extend outdoor activities.
- Establish systems to monitor and evaluate the impact of the project
- Review options for the continued development of the Hub beyond the next three years to secure a sustainable model which can be financed and continues to provide high quality experiences, choice and advice.
- Establish and manage a transition programme which secures the continued effective operation of the project beyond the 36 months of this funded post.
- Undertake any other tasks or duties which may arise from time to time and are commensurate with the general level of this post and as directed by the Minister or Kirk Session
- Comply with Kirk Session policies and with data protection regulations ensuring that information on those accessing any aspect of the Project remains confidential.
- Undertaking any required training in safeguarding

**PERSON SPECIFICATION** Essential = (E) Desirable = (D)

### **ATTRIBUTES AND VALUES**

- Ability to create positive, non judgemental relationships with people living with dementia and their unpaid carers as well as the volunteers who give willingly of their time and experience to the work of the Hub (E)
- Respect confidentiality of those attending The Hub (E)
- Ability to produce clear concise reports for funders and working collaboratively with the Hub Governance Team, be proactive in pursuing new funding opportunities, (E)
- Excellent listening skills and which will provide the basis for grasping opportunities for innovation in response to need (E)
- Dynamic, self motivated but collaborative worker. (E)
- A commitment to develop and improve services for people living with dementia and their carers and family members. (E)
- Full and valid driving licence and access to a vehicle during working time (E)

### **EXPERIENCE**

- Lived experience of dementia and the challenges of care provision (E)
- Knowledge and understanding of health and social care systems (D)
- Experience of project management (D)

### **COMMUNICATION**

- Excellent interpersonal communication skills – listening, verbal and written. (E)
- Ability to develop and sustain networks . (E)
- Good working knowledge of Microsoft Office (E)
- Experience of delivering presentations and training. (D)
- Experience of working with and reporting to project steering groups, trustees etc. (D)
- Ability to maintain website and social networks (D)

### **EDUCATION**

- Good general education and qualified to HNC or equivalent level in a relevant subject/s. (E)