

Job Description

- Raise awareness and promote the Meeting Centre within the community including (voluntary and statutory) referral organisations such as the Dementia Post-Diagnostic Support Team, the Community Mental Health Team, GP surgeries, other third sector organisations and Social Services
- Engage with the wider community to help identify future members by creating drop-in sessions for anyone concerned about memory loss e.g. through “Memory Cafes”
- Meet with and/or visit potential members and assess whether the Meeting Centre can meet their needs
- Increasing participation in the Meeting Centre, through recruiting new Members, new family members and volunteers
- Assist with collecting feedback and monitoring programme impact
- Consulting with people with dementia and carers from the local area to find out what their priorities are.
- Provide support to members, carers and volunteers via mechanisms that suit the individual (telephone/email/letter etc)
- Support members through home visits and assessments
- Contribute to publications and newsletters
- Support Volunteers
- Cultivate and maintain community networks

Person Specification

ESSENTIAL

Qualification

- Degree in Social Work, Health, Community Education, or other relevant discipline

Experience

- At least 2 years post-qualifying experience of working within a community development setting
- Experience of liaison and joint working with other agencies
- Experience of monitoring and evaluation
- Experience of recruiting, training, working with and supporting volunteers

Knowledge

- Understanding of dementia and its effects on individuals, families, and communities
- Understanding of essential factors in communicating and working with people with dementia
- Excellent understanding of the challenges faced by people affected by dementia
- Excellent understanding of the dementia care pathway for people affected by dementia in Scotland
- Knowledge of dementia-friendly communities and how they operate
- Knowledge of Scotland's Dementia Strategy and the Standards of Care for Dementia in Scotland

Skills & Abilities

- Excellent communication skills including the writing of reports and presenting to a variety of audiences
- Understand the importance of and demonstrate, working in a person centred, inclusive and empowering manner
- Ability to act as a facilitator of training/group sessions
- Excellent organisational and ICT skills
- Organised approach to workload, excellent time management skills
- Warm, friendly, and supportive approach
- Tolerant and non-judgmental of others

DESIRABLE

- Experience of working in third sector and community-based initiatives
- Knowledge of the Scottish and UK benefits systems and the various benefits relevant to families living with dementia