

Role title	Dementia Advisor
Responsible to	Locality Leader
Location	Locality based

PURPOSE OF ROLE

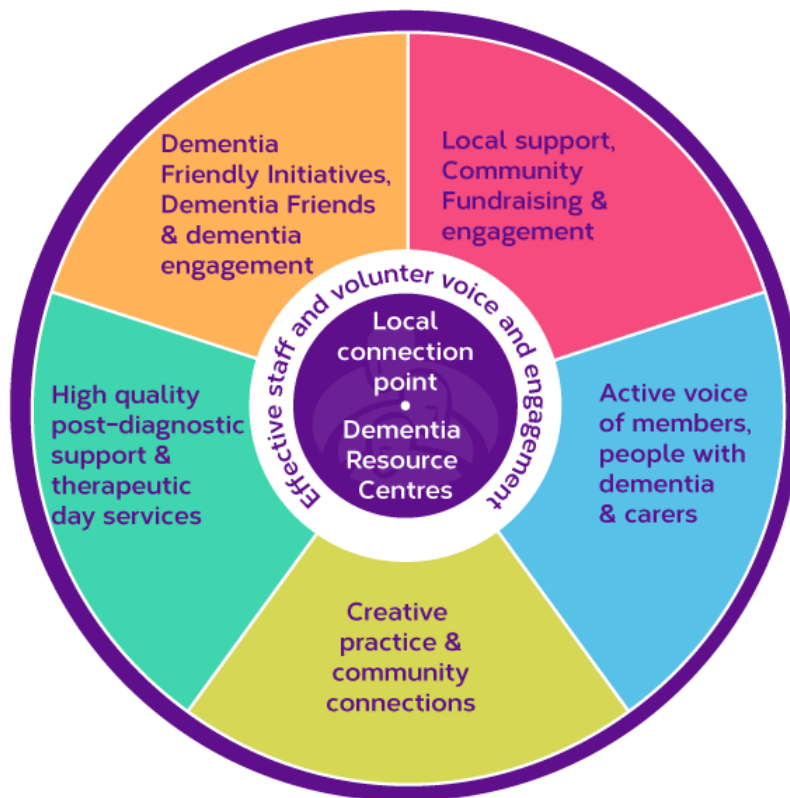
The role of the Dementia Advisor will be to work in close collaboration with key stakeholders including Locality Leader, Community Activity Organiser, Volunteer Co-ordinator and volunteers, Locality Fundraisers, Link Workers and others to achieve positive outcomes for people living with dementia, their families and carers across the locality. The broad aim of the post is to contribute to the creation of localities which are truly dementia-friendly, in which people with dementia feel included, valued, understood and listened to. To achieve this the Dementia Advisor will be required to adopt and demonstrate a leadership approach that will influence a positive culture of engagement. The work of the Dementia Advisor will enable people who are living with dementia to access information, advice, practical support, activities and resources that allow them to live well with their diagnosis. People will be able to shape the way our localities develop and evolve. As a first point of contact, you will help people living with dementia, their families and carers to find their way through the health and social care system throughout their journey. The Dementia Advisor will help people living with dementia to understand their rights, help them to have an active voice and facilitate meaningful engagement with local decision makers. The Dementia Advisor will work with external partners such as local businesses, community groups, schools, churches and colleges to promote and develop broader understanding of and positive attitudes to dementia across the locality.

DEMENTIA ADVISOR- KEY RESPONSIBILITIES

The Dementia Advisor will be responsible and accountable for exhibiting key leadership behaviours and achieving outcomes aligned to this role.

Supporting and enabling localities in delivering the 7 dimensions of the locality vision

The Dementia Advisor role has a key contribution to make to the delivery of the pathway and the implementation of 7-dimensions model in the locality.



Approach

You will work flexibly and collaboratively with the Locality Leader and others to develop and deliver initiatives that contribute towards the achievement of positive outcomes. You will contribute constructively to locality planning, working with colleagues in a manner that promotes a culture of highly effective engagement. You will be a supportive and respectful colleague who acknowledges, appreciates and supports the work, ideas and activities of others.

You will develop partnerships and collaborative relationships with volunteers, colleagues, members, supporters, community groups and other professionals in order to bring to life as wide a range of dementia friendly initiatives as possible.

You will work in a manner that ensures safe practice and contributes to the delivery of each of the 7 dimensions in line with the organisation’s Quality Framework. You will ensure you are compliant with health and safety legislation and that Alzheimer Scotland’s standards, policies and procedures are followed at all times.

Specific responsibilities

- To contribute to locality planning and delivery of the 7 dimensions and locality pathway.
- To be a local point of contact for people living with dementia, their carers and families including support to navigate the system of health and social care and access to services and support.
- To provide information, advice and support to people living with dementia and their families and carers aimed at promoting independence, self-help, physical and emotional wellbeing, choice and control for the present and future welfare.

- To develop and deliver a range of groups, activities and initiatives that promote peer support and community connections.
- To ensure that your activities are thoroughly planned and regularly reviewed and evaluated to achieve good outcomes for people we support and effective use of resources.
- To support and promote volunteer activity to ensure a culture of opportunity and positive input from local communities
- To record, monitor, review and evaluate all work undertaken to enable Alzheimer Scotland to demonstrate impact the role is having. Reporting should be undertaken in an efficient and timely manner and you will contribute where needed to wider reporting requirements as required.
- To promote a wider awareness and understanding of dementia throughout the locality through delivery of Dementia Friends sessions and other dementia-friendly initiatives.
- To facilitate awareness raising and engagement with the organisation, by supporting the delivery of key messages that are developed during organisational campaigns, such as Dementia Awareness Week and Winter campaigns.
- To collaborate with peers and colleagues both internally and out-with the organisation; developing relationships and promoting the reputation of Alzheimer Scotland at a locality level. This will involve developing and maintaining effective collaborative relationships with other professionals in the statutory, third and private sectors and local communities.
- To support people with dementia and their carers to understand their rights. Promote and encourage the collective voice of people with dementia, their carers and activists to ensure they have an active voice locally and nationally.
- To line manage Community Activity Organisers and/or volunteers depending on the organisational structure of the locality.
- To promote and maximise use of the Dementia Resource Centre and/or local connection point.
- To support and promote locality fundraising and fundraising initiatives to maximise local support for the organisation.
- To ensure compliance with internal policies, procedures and standards including compliance with Health and Safety legislation, and wider policies and procedures.
- To work collaboratively with Locality Leaders and Head of Localities within locality, across localities and nationally.
- To use IT systems appropriately and safely including but not exclusively, iTrent, Social Media, Yammer and Outlook.
- To work flexibly with colleagues and provide short-term Dementia Advisor cover within and across other localities as well as on a national basis, where required.

Fundraising

In relation to fundraising, you will be responsible for adopting the Alzheimer Scotland ethos of shared responsibility and ownership for leading a change in culture and mind-set through how you

approach your own role and in helping educate others within your team, and those you work with about fundraising, and how this is integral to achieving the vision of making the 7D model active within every locality. You will collaborate closely with others, to develop your own knowledge and help create a better understanding within your team and peer group, about how fundraising works as an integral part of locality planning, and how your specific function or role, can support and enable this key outcome.

You will have a direct responsibility for helping employees understand and make the link between your area, fundraising and localities, and in helping them to understand how locality planning will engage local teams and community fundraisers to develop short, medium and long-term goals towards achieving a locality model that can deliver and sustain the 7 dimensions.

Employee voice and engagement

You will make sure employees understand the approach is all about engagement, across every aspect of the organisation, and externally.

Lead by example by supporting and enabling effective employee voice by participating in and leading engagement of employees in how they access, contribute to and benefit from the key core priorities and activities described in the strategy and plan.

The post holder will be required to understand and support the principles of the overall Fair Work Framework and ensure that this dimension is delivered, supporting and sponsoring the delivery of key activities and actions as described in the People strategy, Engagement strategy, and overall the commitment to enabling effective employee voice and stakeholder engagement.

Volunteer voice and engagement

You will actively support the integration of volunteer activity, in a way that maximises the return on this significant and highly valued resource. You will support, enable and pro-actively promote ways to coordinate volunteer activities and input, and direct key skills and ability towards the right place and time. You will support and facilitate the Alzheimer Scotland commitment to engagement through effective volunteer voice.

Leadership

The role of the Dementia Advisor is vital in supporting people living with dementia and their families and carers across all of our localities. You will provide supportive leadership to colleagues, including volunteers and within our locality communities. You will work in close collaboration with peers and colleagues across the whole organisation and within localities and communities leading by example and with a style which places engagement at the heart of delivering the best outcomes for people with dementia and their carers. You will be seeking to attain the maximum impact and positive outcomes for people living with dementia and their families and carers.

You will ensure that identified key outcomes and priorities relating to your role and function and detailed within your objectives, the Locality Plan and organisation's strategic plan are delivered.

Your professional values and approach and resulting working practice supports and enables collaborative working, leading by example in order to support and enable an environment of trust, integrity, respect and where creation and innovation are encouraged to ensure that we strive to continually improve the way that we support people living with dementia and their carers.

CORPORATE LEADERSHIP TEAM SHARED RESPONSIBILITIES

The following paragraphs are aligned to similar paragraphs within this section of the job description for leadership roles. The idea is to bring cohesion and to strengthen and encourage a more seamless leadership view of the strategic plan.

Provide clear, directional, supportive leadership to direct line reports within your locality, and a proactive, positive management style representing the core values, behaviours and outcomes as described in the strategy to deliver the vision. Ensure key outcomes and priorities are led, communicated, described and delivered within your locality.

Work collaboratively with the Locality Leader, Head of Locality and peers to develop activities that will support the workforce to deliver the Alzheimer Scotland vision and in a way that enables highly effective engagement in how we interact with colleagues, external partners, investors, volunteers and people with dementia and their carers and towards achieving our shared mission to make sure no one faces dementia alone.

PERSON SPECIFICATION

This person specification should be read with the job description for the Dementia Advisor. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

SPECIFICATION	HEADING	DESCRIPTION	ESSENTIAL	DESIRED
QUALIFICATIONS	UK Driving licence.	Full and valid UK driving licence, and access to a vehicle during working time.	Yes	
	Appropriate qualifications in any of the above disciplines preferable, however, desired experience is most important.			Yes
SKILLS AND ABILITIES	Relationship Building and Collaboration	Building and managing positive working relationships and networks with people living with dementia; support services; key contacts within health and social work teams, and local multi-disciplinary teams in the voluntary, statutory and private sectors. Collaborating with the team to identify and work effectively towards delivering a shared purpose.	Yes	
	Communication and Influence	Communicating in a clear, concise and targeted way using evidence, information and research to influence others, including those in authority.	Yes	
	Observation and Empathy	Observing the individual circumstances of people living with dementia; sensing and understanding their feelings and emotions, in order to identify the best interventions, they need to promote their physical, mental and emotional well-being.	Yes	

	Judgement, planning and organisation	Formulating and implementing personal outcome plans, whilst balancing resources and energy on key priorities. Having the ability to cope with limited resources, seize opportunities and think creatively. Exercising judgement and initiative and being accountable for your practice.	Yes	
SKILLS & ABILITIES	Achieving results	Having an awareness of the wider context of your work and the overall vision of Alzheimer Scotland. Reviewing the quality of the Dementia Advisor service, taking accountability; recommending developments and improvements that will enable people living with dementia to achieve their outcomes.	Yes	
	Leadership and Management	Aligning people to the strategic priorities of the organisation and the locality objectives, in a way that helps them see where they can contribute, and that motivates and inspires them to give their best.	Yes	
EXPERIENCE	Dementia	Understanding the practical, psychological and emotional impact of dementia and supporting people living with dementia to achieve their outcomes.	Yes	
	Social Services	Providing social work, personal care, protection or social support services to people in need.	Yes	
	Assessment	Assessing individuals with dementia to understand their core	Yes	

		support outcomes.		
	Community liaison	Identifying and liaising with appropriate support services and community resources.	Yes	
	Multi-disciplinary teams	Liaising with other professionals working in the field of dementia in the voluntary, statutory and private sectors.	Yes	
KNOWLEDGE	<ul style="list-style-type: none"> • Alzheimer Scotland's aims and values. • Voluntary sector. • Protection of Vulnerable Groups. • Recording and monitoring support plans. 			