

Role title	Centre Activities Co-Ordinator
Responsible to	Centre Manager
Location	Alzheimer Scotland Centre

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers, and families, and those concerned about their brain health. We campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity, and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The Centre Activities Co-Ordinator will form part of the center team, working alongside the Centre Manager to provide Alzheimer Scotland's programme of support for people concerned about their brain health or affected by dementia.

The Centre Activities Co-Ordinator will be key to the successful delivery of Alzheimer Scotland's vision to develop a programme of brain health and dementia support at identified centres across Scotland. This unique approach is inspired by the pioneer, Alois Alzheimer, who first identified the brain disease we now recognise as the leading cause of dementia. By building a range of engaging and supportive services in the heart of their community, the Centre Manager will ensure that people have access to:

Advice - our expert advisors can offer one-to-one help with anything from building cognitive resilience, to managing money matters and legal issues.

Listening - we offer places to be heard, whatever the question or concern, whenever help is needed.

Opportunities - to connect, learn and share with others in a similar situation.

Information - on all stages of the brain health journey, whether someone is worried about their brain health or living and caring well with dementia.

Support - everyone is welcome in our Centres, where those affected by dementia can feel safe with trusted staff who understand what they're going through.

The Centre Activities Co-Ordinator will follow the ALOIS principles, embedding them within their daily practice and work alongside the Centre Manager to bring this concept to life in our Centres.

The Centre Activities Co-Ordinator will ensure that all our Centre visitors and are met with warmth, in a welcoming, friendly environment, by staff and volunteers with the knowledge and skills to meet their needs. The support on offer will be available for individuals and their friends and family, ensuring that we take a whole family approach to care and support.

The Centre Activities Co-Ordinator will support daily, open sessions where people are free to drop-in for social connection and peer support. A team of volunteers will be supported to facilitate these sessions, offering a warm welcome and listening ear to all Centre visitors, in a relaxed setting.

The Centre Activities Co-Ordinator will be supporting the development of a core programme of engaging opportunities, groups and events designed to attract audiences who seek to learn more about brain health and dementia. The programme of groups and activities on offer in our Centres will vary from therapeutic, social and peer support to educational sessions delivered by external partners.

Key responsibilities

Role specific responsibilities

- Work with the Centre Manager to develop a programme of activities for the centre, involving internal resources and external partnerships. All planned groups/activities should align with the ALOIS principles, exploring the most appropriate methods and resources for meeting community and activity outcomes, including group events and individual activities.
- Liaise with a range of key stakeholders, creating effective collaborative partnerships with other organisations who can support the delivery of the Centre programme. This will include developing professional relationships with key stakeholders including Health and Social Care partners, NHS colleagues, Allied Health Professionals, Benefits Advisors, Alzheimer Scotland staff, and a wide range of third sector organisations and community groups, to engage and support service delivery within our centres, and promote a broader understanding of brain health and associated risk factors.
- Ensure that activities within the Centres are thoroughly planned and regularly reviewed and evaluated to achieve good outcomes for people that access the service, including the effective use of resources and the aim to continually improve.
- In conjunction with the Centre Manager create a monthly guide outlining the program of services available and promote this widely across the networks.
- Ensure that people accessing the Centre are made to feel welcome, special and valued as individuals, and their concerns are heard and understood.
- Play a role in creating an environment for staff, volunteers and Centre visitors where support options can be explored together, taking a flexible approach and exploring all aspects of the ALOIS programme.

- Supporting the promotion of the Centre's programme of services and support.
- Support the day to day running of the centre, ensuring all the relevant resources and supplies are available to allow the smooth running of groups and activities.
- Consult with people on their preferences and interests in order to identify, plan, organise and facilitate activities that will best support their outcomes.
- Rostering and organising volunteers to support activities and events as required.
 - Be a local point of contact for people for people who contact our Centres for to learn more about the support and services we offer.
- Support and promote local fundraising initiatives to maximise local support for the brain health service and organisation.
- Support with the dealing of enquiries into the Centre, informing people about the services we offer and ensuring that people are signposted to the support that is right for them.
- Provide resources, information and sign posting for people concerned about their brain health. This will include supporting people to take the Brain Health Quiz within our Centres.
- Promote research participation and raised awareness of the 'Join Dementia Research' register.

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures relating to the safe and secure use of sensitive and personal data are always adhered to.
- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Reviewed: July 2023

Centre Activities Co-Ordinator Person Specification

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

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills, ability, knowledge		
Experience of working within the social care or health and wellbeing sectors, ideally with knowledge of brain health and dementia.	✓	
Experience of contributing to initiatives relating to health and wellbeing	✓	
Experience in liaising with a range of people and stakeholders		✓
Good communication skills	✓	
Excellent planning and organisational skills with the ability to manage and deliver a diverse workload ensuring effective prioritisation.	✓	
Ability to work under pressure while paying attention to accuracy and detail	✓	
Ability to analyse problems and develop solutions		✓
Demonstrable interpersonal and relationship building skills	✓	
Dynamic, self-motivated person who has the ability to work unsupervised whilst also being a team player	✓	
Ability to communicate effectively verbally and in writing	✓	
Awareness of Health and Social Care Partnership and NHS structures		✓
Personal qualities		
Creative approach	✓	
Enthusiastic with a positive attitude	✓	

Empathetic to the aims and values of Alzheimer Scotland	✓	
Flexible in approach	✓	
Qualifications/Experience		
Experience of working in a health setting and/or knowledge of health issues		✓
Customer focused experience including customer service skills and working with the public	✓	