

# STAND Development Lead Officer



## **Job Description**

**Role Title:** STAND Development Lead Officer

**Job Grade/Salary:** £35,000 per annum (£24,000 pro rata)

**Contract:** 3 years

**Conditions:** 24 hours per week to be worked flexibly and may include occasional evenings and weekends. 28 days annual leave per year including public holidays (pro rata)

**Role Purpose:** To manage existing STAND services and to develop new ones as appropriate, within STAND's ethos of empowerment, inclusion and equality.

**Location:** Home based, remote working with travel essential to services across Fife

**Reporting to:** Manager position reporting direct to the STAND Board of Trustees

## **Organisational Profile**

STAND is a Fife charity which exists to provide peer support to people who are living with a diagnosis of dementia and their families and friends to support people to live well with dementia taking an asset-based approach, valuing and building on members skills and experiences. It does this through a range of approaches including provision of Dementia Friendly Meeting Centre Spaces across the Kingdom. STAND members are also involved in raising awareness about dementia and do this through connections with local schools, businesses, organisations and through the provision of information sessions at public events. STAND's Board of Trustees is made up of people with lived experience of dementia and their supporters.

## **Main Purpose of post**

**Support STAND to develop the infrastructure to ensure STAND services are robust and sustainable, and operate within a standardised, safe and healthy environment, within STAND's ethos of empowerment, inclusion and equality.** This will involve:

- managing the sustainability of STAND, supporting the Trustees in strategic and budget planning
- working with STAND staff and the STAND Trustees to develop policies and practices to meet charity and legal obligations, as required by OSCR, Disclosure Scotland etc

**Seek out new opportunities for STAND to further grow and develop:**

This will involve being alert to the need for services and to work with STAND Trustees to determine if STAND is in a position to provide these – if not to ensure the information about the need is passed on to the appropriate organisations. It will also involve contributing to Trustees' work to identify sources of funds and support funding applications.

**Connect with and support the existing DFMCS:** Oversee and manage the DFMCS Coordinator to support, develop, review the sustainability and oversee STAND's DFMCS, within STAND's overall programme of work. Bring management information back to Trustees for discussion.

**Support STAND members to organise awareness raising events and information sessions:** This will involve responding to enquiries for this type of activity, liaising with STAND members to be present at the events, to brief them on what is expected, provide information resources for the activity.

**Personnel management:** Management of part-time DFMCS Coordinator, Administrative Assistant and sessional workers. Working with Trustees and DFMCS Coordinator to develop STAND's Volunteer processes.

**Liaise with the Fife Health and Social Care Partnership:** This will involve ensuring STAND members are fully involved in the creation of the Fife Dementia Strategy and to mobilise STAND members to monitor the implementation of this.

**Be aware of "activist" opportunities for STAND members to be involved in:** This will involve being connected to the Age Scotland About Dementia Team and being informed about their latest work streams and how STAND members can connect with these. It will also involve liaising with the Scottish Government Policy Team and to support the 4 STAND members on their Dementia Expert Panel to fulfill their roles and responsibilities in relation to the Scottish National Dementia Strategy.

**Market the STAND's programme of work:** This will include a broad range of publicity approaches, including liaising with a multiplicity of providers in Fife including the Fife Carers Centre, Alzheimer Scotland, NHS Fife Post Diagnostic Teams.

**Facilitate the scheduling of and actively support the 6 week Good Life With Dementia Course:** This will involve liaising with STAND members to be available to facilitate the course, working with the Post Diagnostic Teams across Fife to identify participants, find and book venues, along with the STAND Administrative Assistant, manage the correspondence necessary for the course, take notes from the weekly sessions and send these out to the participants, arrange for the end of course certificates to be available for presentation to participants on the last week of the course

**Manage ongoing STAND Projects:** This will involve supporting and further developing projects such as family and friends groups and inter-generational projects.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role and is dependent on resources. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

## **Person Specification**

### **Qualifications**

Degree/Community Development/Professional/Management/SVQ

### **Skills**

Excellent Communication skills

Interpersonal skills that afford excellent working relationships with a wide variety of stakeholders, especially those who are directly affected by dementia

The ability to negotiate in complex and often emotionally charged situations

Be efficient in all aspects of IT

Ability to work on own initiative with minimal oversight from a remote line management structure

Resilience in reacting to and resolving challenges

Project management, budget and strategic planning

### **Experience**

Working with a Board of Trustees or other committees

Working in or networking in the voluntary sector

Effective contributions to inter-agency and partnership working

Monitoring work progress and taking corrective action

Identifying problems and resolving issues

Lived or professional experience of dementia

Staff management

### **Knowledge of**

Grant funding application processes and reporting procedures

The National and local policy arena around dementia

Charity regulations and legal requirements

### **Other**

Ability and willingness to work from home and travel regularly across Fife and occasionally out with the Kingdom. You must have the ability to travel within Fife, a full and current driving license and access to own transport.

Be prepared to undertake the training course for people who are going to lead on developing meeting centres

Be prepared to undertake training courses offered by the Age Scotland About Dementia Team

Ability to work in a demanding environment with minimal support

Ability to prioritise and cope with changing demands

Be proactive

Be highly self-motivated and self-directed



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