

## Role Description

Division:	Information, Advice & Community Services
Department:	About Dementia
Location:	Blend of office (Edinburgh-based) and home working
Geographical focus:	Scotland
Contractual status:	Fixed term through to 31 <sup>st</sup> March 2026, with possible extension subject to funding
Hours:	28 hours per week
Line Manager:	Director of Information, Advice & Community Services
Direct Reports:	Resource & Admin Officer (About Dementia) Influencing & Engagement Officer Grants & Learning Manager Community Development Officer (Dementia) Lead Dementia Training Officer Dementia Training Officer (Carers Rights Lead)
Salary:	£45,430 pa pro rata (£36,344 pa actual)

## Job Purpose

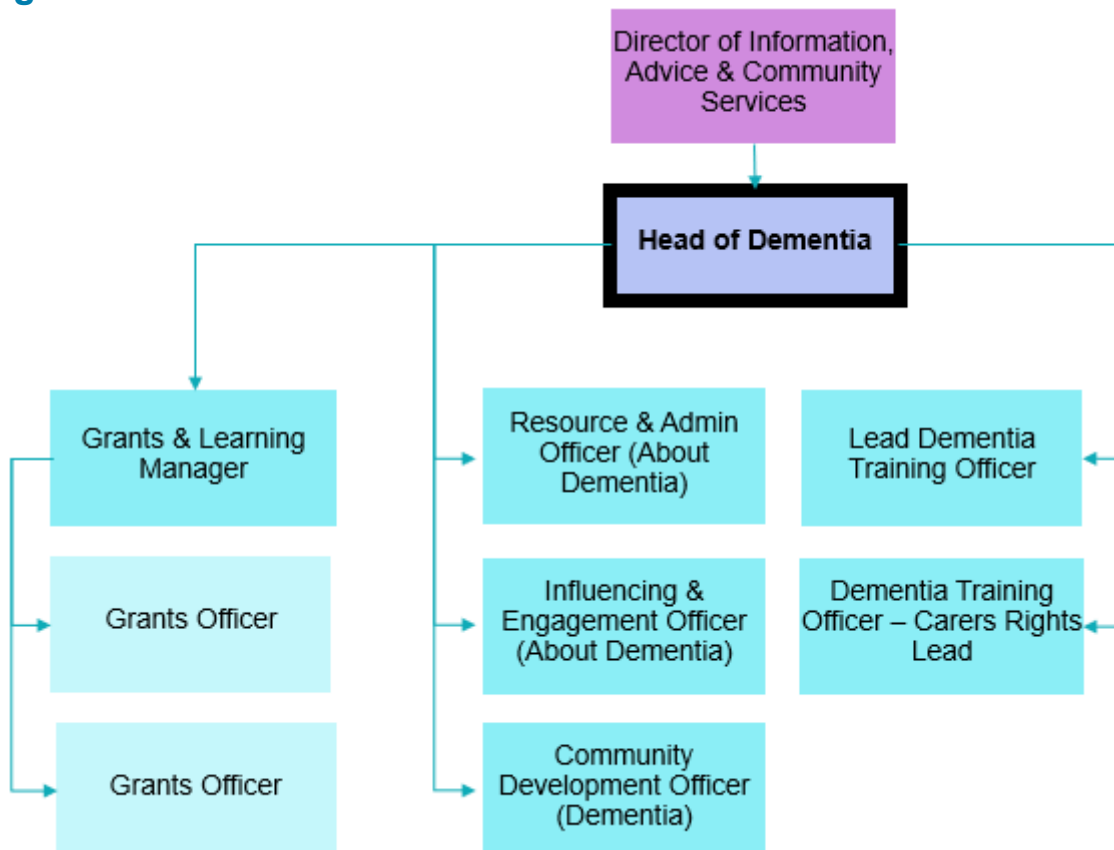
Our people are central to our success in delivering services for older people in Scotland. We pride ourselves on having a positive working environment and culture.

As the Head of Dementia, you will provide strategic leadership for Age Scotland's dementia work, including (but not limited to):

- About Dementia Human Rights and community engagement work
- Dementia Friendly Communities including Network and Grants work.
- Dementia training Team

Living our values, you will approach the role with integrity, while involving, inspiring, and empowering our teams, so that together we can create better outcomes for older people in Scotland.

## Organisational Chart



## What you'll do

### Strategic Leadership

- Lead on delivery of About Dementia Human Rights work
- Lead on delivery of Age Scotland/Scottish Government Empowering Dementia Friendly Communities partnership
- Maintain and grow strategic relationships with key stakeholders including Scottish Government, Local Authorities and Health and Social Care Partnerships.
- Ensure the integration of dementia across the work of Age Scotland, in line with our strategy.

### Team Leadership

- Ensure a clear and strong direction for your team, developing plans with clear goals and objectives linked to the strategic plan.
- Create and foster a positive and learning environment where staff and volunteers feel empowered, valued and supported to do their best and develop in line with their goals.

### Reporting and Accountability

- Maintain detailed financial oversight of all Dementia activity, produce and oversee budgets and assist with timely and regular financial reporting to funding bodies.

## **Head of Dementia**

- Develop service plans, in conjunction with the team, which ensure the delivery and monitoring of the progress and contribution towards achieving Age Scotland's strategic priorities.
- Set, deliver and report on Dementia plans with measurable outcomes and evaluated impact.
- Be aware of and comply with all legislation and procedures e.g. data protection, vulnerable adults, health and safety and equal opportunities.

## **Age Scotland Head of Department Responsibilities**

- Ensure that the voice of older people is at the heart of our decision making and work.
- Be a collaborative and active member of Age Scotland's management team contributing to organisation wide planning and delivery.
- Ensure that the values of Age Scotland are prevalent in both your personal and departmental approaches to work and decision making.
- Foster an open, inclusive environment that values diverse perspectives, encourages innovation and learns from previous experiences.
- Ensure clear accountability for project objectives and actively address any matters which may negatively impact the Charity's ability to deliver for older people in Scotland.

## **Financial oversight**

- Responsible for producing and overseeing budgets for all Age Scotland dementia activity.
- Maintain detailed financial oversight of all project activity.
- Ensure timely and regular financial reporting to funding bodies

## **Impact and knowledge exchange**

- Ensure Age Scotland's dementia work is captured through high-quality and evidence-informed evaluation activity, working alongside external evaluation partners where appropriate.
- Ensure that the impact of our work is effectively disseminated through knowledge exchange with various audiences including policy makers, the third sector and academia.
- Ensure Age Scotland's Board are kept updated on relevant high-level strategic developments and impacts, through reports via Director of Information, Advice and Community Services.
- Be aware of and comply with all legislation and procedures e.g. data protection, vulnerable adult, health and safety and equal opportunities.

## **Promoting Age Scotland's dementia work**

- Work with Age Scotland's Communications and Policy team to develop and disseminate publicity about the organisations' work and evidence.
- Act as a spokesperson for Age Scotland on issues in relation to dementia.

## Head of Dementia

- Represent the organisation at external forums, conferences, events and relevant government committees including the Dementia Strategy Delivery Group and Resilient Communities Programme Board

### What you'll bring

#### Knowledge & Experience:

- Expert knowledge of issues, services, opportunities and challenges for people living with dementia and unpaid carers.
- Unrivalled knowledge of the Scottish dementia landscape at a national, local and community level.
- Excellent understanding of the voluntary, community, statutory and private service provision for older people.
- Substantial experience of internal and external leadership commensurate with role.
- Experience of delivering work that contributes to system change in a complex policy environment.
- Significant experience of working in co-production with people living with dementia and unpaid carers.
- Experience of working with older people.
- Substantial experience of developing effective working relationships and partnerships with other agencies.
- Experience of leading and inspiring a team and supporting them to set and achieve their objectives.
- Substantial experience of project evaluation and knowledge exchange.

#### Skills:

- Excellent communication and interpersonal skills including facilitation, presentation, negotiation and influencing skills.
- Ability to network, create and develop good working relationships with people and organisations to maintain existing partnerships and build new ones.
- Ability to represent the charity to the local media and other public audiences, this will include public speaking.
- IT skills including Microsoft Office and Charity Log or similar Management Information System.
- Ability to work effectively with a wide variety of partners.
- First class understanding of and commitment to equal opportunities.
- Evidence of analytical thinking skills and an ability to develop and implement a strategy.
- Meticulous attention to detail and an ability to write clear and concise reports.
- Clear sense of purpose and priorities with a focus on achieving outcomes.

#### Additional requirements

- Flexible, adaptable and willingness to engage in self-development.
- Ability to work with team colleagues in a manner consistent with the values of the organisation and highest levels of empathy with the strategic priorities of the Charity.

## **Head of Dementia**

- The role requires occasional travel in Scotland and the wider-UK, involving possible overnight stays.
- Employees are expected to undertake all other reasonable and related tasks allocated by their Line Manager.
- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work.
- Commitment to work alongside and support volunteers.
- An understanding of and commitment to equal opportunities.
- Willingness to work from the Edinburgh Office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland.)
- Employees are expected to have a suitable homework space with a good broadband connection for occasional home working.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.