

<b>Role title</b>	Community Activities Organiser
<b>Responsible to</b>	Locality Based
<b>Location</b>	Locality Based

## About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our vision is a future where dementia doesn't exist. Our mission is to make sure nobody faces dementia alone. Our goals are to prevent dementia by empowering people to look after their brain health, continue to care for as many people as we can who are living with dementia, and to help find a cure by funding research and campaigning for people to have access to any treatments available.

Alzheimer Scotland is committed to fair work and is proud to be accredited as a Living Wage employer. We enable and foster a working environment of trust, integrity and respect, for which everyone in the charity has a responsibility. We work collaboratively and encourage creativity and innovation from our employees and volunteers as we strive to continually improve the ways in which we support people with dementia, their families, and carers.

All Alzheimer Scotland employees and volunteers are encouraged to engage in activity within the charity, and through our Colleague Voice Forum and other outlets we actively promote an 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 a safe and supportive environment.

## About the role

The Community Activities Organiser reports to the allocated line manager, who will provide the appropriate support and supervision. It is crucial that the Community Activities Organiser works in collaboration with defined colleagues in understanding the community and identifying the types of activities that will suit.

The Community Activities Organiser may be responsible for the line management of the Support Worker(s). The Community Activities Organiser may also oversee the work of volunteers in partnership with the allocated manager.

The key role of the Community Activities Organiser is to consult on the preferences of people living with dementia in order to identify, plan, organise and facilitate those activities that will best support their outcomes.

## Key responsibilities

### Role specific responsibilities

#### Gathering and analysing information

- Understanding the various community types that exist i.e. Community of action; community of circumstance; community of interest; community of place; community of practice; and consider the activities that will help each community to flourish;
- In collaboration with defined colleagues, engaging with people living with dementia, to understand their outcomes, their interests, abilities, and strengths, and therefore the various community types that they currently do or could belong to;

- Exploring the most appropriate methods and resources for meeting community and activity outcomes, including group events and individual activities;
- Using the information gathered to develop and deliver a plan of varied activities that meet outcomes.

#### **Raising awareness of community activities**

- Advertising and promoting activities and events, to ensure that every person living with dementia in the locality is aware, feels encouraged, has access to, and knows they can participate in the activities at their will;
- Using creative and innovative ways of promoting activities that raises people's awareness and interest in the events that are available.

#### **Developing and organising community activities**

- Leading the development and organisation of individual and group, social, recreational and therapeutic activities and interests;
- Involving internal and external resources and community-based resources;
- Developing project plans in line with the locality plans;
- Creating and maintaining processes that ensure all activities and events are organised, promoted, and supervised effectively.

#### **Developing and leading people**

- Providing leadership to staff and volunteers and line management to direct reports (where appropriate) that values each person's contribution, and sets a culture of high performance, empowerment, individual responsibility, inclusion and collaboration;
- Creating and maintaining effective communication channels and processes that keep everyone informed, involved and engaged in the ongoing process of work;
- Develop, engage and support the team to bring the best of themselves to their work.

#### **Management of community activities**

- Being the main point of contact and resolving any community activities issues;
- Maintaining information on activities for performance indicators, quality measures; individual and group outcomes;
- Planning and objective setting for the support worker/s and volunteers who support activities and events;
- Rostering and organising volunteers to support activities and events as required;
- Carrying out effective governance of community activities to ensure a high quality, cost effective activities and events are provided;
- Reviewing the community activities plan and delivery and making recommendations for development and improvements.

#### **Establishing relationships**

- Initiating, developing and maintaining effective working relationships with other partners working in the field of dementia in the local voluntary, statutory and private sectors.

#### **Health and safety**

- Ensuring that all appropriate Health and Safety measures are in place;

- Reporting risks or issues to relevant colleagues as defined by the manager, including any issues in respect of volunteers.
- This job description is regarded as a guide to the accountabilities associated with the Community Activities Organiser role; additional or alternative tasks within the capability of the post-holder may from time to time be required.
- Each of the Community Activities Organiser responsibilities are to be carried out to Alzheimer Scotland's standards, policies and procedures; as well as to the adherence of National Care Standards where there is a registered service in operation.
- The post holder will be subject to a Protecting Vulnerable Groups (PVG) scheme check.

### **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 to relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- 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: 2017**

## Person Specification

### Community Activities Organiser

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

The following criteria will be used in selecting a candidate:

	Essential	Desirable
<b>Skills, ability, knowledge</b>		
Collaborating with the wider team to identify priorities and provide the right activities, at the right time in the right place, in order to support the achievement of personal outcomes.	√	
Communicating in a clear, concise and targeted way to provide volunteers, colleagues and external stakeholders with insight that influences them to help with the delivery of service objectives and the organisation's aims.	√	
Building and managing new and existing local partnerships and networks internally and externally, to raise awareness of community activities.	√	
Observing, taking note, and monitoring interests, abilities, and strengths, and using findings to develop activities that support personal outcomes.	√	
Managing the processes that keep activities and events running, whilst at the same time aligning staff and volunteers to the overall objectives of the service in a way that motivates and inspires them to give their best.	√	
Setting priorities for the support worker and volunteers in collaboration with colleagues. Delegating the right tasks to the right people with effective communication that ensures tasks are completed effectively. Having the ability to cope with limited resources, seize opportunities and think creatively.	√	
Reviewing the quality of activities and events and recommending developments and improvements. Planning and monitoring the work of staff and volunteers and taking accountability for their levels of performance and success.	√	
Understanding the practical, psychological and emotional impact of dementia, and supporting people living with dementia to achieve their outcomes.		√
Generating interest and enlisting new volunteers through effective selection methods.		√
Knowledge about Protection of Vulnerable Groups		√

IT Skills (Microsoft applications)		√
<b>Personal qualities</b>		
Align with Alzheimer Scotland's mission and values (Compassionate, Innovative, Bold and Supportive).	√	
Enthusiastic with a positive attitude		
Adaptable and flexible to the needs of the organisation		
<b>Qualifications/Experience</b>		
Recognised professional qualification and/ or experience relevant to the role	√	
Full and valid UK driving licence and access to a vehicle during working time.	√	
Assisting and supporting the development of others through guidance, induction and training.		√
Working with charitable organisations on a voluntary basis.		√
Experience of working in the third sector		√