## Logo Description automatically generated with medium confidence

## Job Description

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| **Job Title:**  **Contract Type:** | Memory Group Assistant  Permanent |
| **Salary:**  **Hours:** | £7,488 per annum (£21,840 FTE) Band A  12 hours per week |
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| **Days & Times:** | Tuesday: 4 hours (Keynsham)  Wednesday: 8 hours (Midsomer Norton & Bath) |
| **Responsible to:**  **Responsible for:** | Memory Group Coordinator  N/A |
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| **Department:**  **Location:** | Community Connections  Keynsham, Midsomer Norton & Bath |
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**Main Purpose of the Job:**

As a Memory Group Assistant, reporting to the Memory Group Coordinator, you'll play a vital part in supporting Age UK Bath | North East Somerset's mission to build an age-friendly community, enabling people to age well.

You'll be part of a fast-paced, dynamic team, passionately working to make a difference in our local community and contributing to the charity's wider strategy.

Our memory groups aim to provide a stimulating and fun weekly programme of activities which follow the principles of Cognitive Stimulation Therapy (CST) for groups of older people with cognitive decline or diagnosed with mild to moderate dementia. You will assist with three half day CST groups and lead the group when the Memory Group Coordinator is absent.

(Full training in CST will be provided.)

Your commitment to delivering quality services will reflect our three organisational goals, including:

1. **We Enable**: Our goal is to enable older people to live their lives on their own terms, with dignity, respect, and independence. Creating an age-friendly community that is supportive of older people
2. **We Influence**: Our goal is to create an age-friendly community that is supportive of older people.
3. **We Provide**: Our goal is to provide high-quality services that older people have identified as being required.

**Key Responsibilities:**

* Support the programme of activities following Cognitive Stimulation Therapy principles appropriate for the group members.
* Support and develop new and innovative activities in accordance with CST principles to meet the changing needs of the members.
* Help to promote the project to attract suitable participants.
* Liaise with family, carers and statutory services as appropriate.
* Run the group in the absence of the group coordinator.
* Support the day-to-day management of the group volunteers.
* Help to ensure compliance with the organisation’s policies and procedures.
* Develop a comprehensive understanding of Age UK B&NES services to share with group members and others.
* Provide ad hoc administration and projects as required.

**COMPETENCIES**

* **Empowerment:** We believe in empowering older people to live their lives on their own terms, with dignity, respect, and independence.
* **Inclusion:** We believe in working with older people to create a diverse and inclusive community, where everyone can participate and contribute. We challenge ageism wherever we find it, and work to promote positive images of aging.
* **Collaboration:** We believe in working collaboratively with older people and others, to create positive change and achieve our shared goals. Quality: We are committed to delivering high-quality services that meet the identified needs and priorities of older people, and to continuously improving our practices and processes.
* **Accountability:** We are accountable to the older people we serve, our community, our funders, and our stakeholders, and we are committed to being transparent and responsible in our actions.

**Person Specification**

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| **Relevant Functional /Technical Skills or Industry Experience** | |
| **Essential** | **Desirable** |
| Full UK Driving licence and access to a vehicle | 1 year’s experience working in a similar role |
| Good computer skills, including proficiency in Microsoft Excel, Word, Powerpoint and Customer Relationship  Management systems | Experience of working within the charity sector |
| Holds a high level of verbal communication skills and adaptability | Experience of working with older adults or people living with dementia |
| Ability to follow set protocols and maintain boundaries | A good standard of education demonstrating numeracy and literacy |
| Exceptional interpersonal skills | Further training in knowledge of health and social care |
| Demonstrates patience and calm decision-making skills |  |
| Extremely organised and responsive to the needs of the charity |  |
| Ability to work with a diverse workforce |  |
| Upholds a high level of confidentiality |  |
| Awareness and understanding of Safeguarding |  |

**Standard Clauses*:***

**Equal Opportunities**: The postholder will be expected to adhere to the organisation’s Equal Opportunities Policy in all aspects of their work.

**Confidentiality**: The postholder will be expected to adhere to the organisation’s Confidentiality Policy at all times.

**DBS Check:** Confirmation of appointment to this post will be subject to a satisfactory DBS check