

JOB DESCRIPTION

Job Title:	Dementia Friendly Activities Officer (Fixed term contract until December 2027)
Responsible to:	Memory Care Manager
Salary:	£12,036.96 per annum
Hours:	18 Hours Per Week

Job Purpose

Providing opportunities for people living with dementia and their carers to participate in supportive and creative activities, empowering them to enjoy these experiences and learn techniques to cope with behaviour triggered by dementia.

Principal Duties:

- Plan and run weekly, free drop-in activity sessions for people with dementia and their carers in the six towns of Sandwell
- Support carers to learn how their cared for will benefit from the activities, with a view to replicating them at home.
- Enable carers to share experiences with other carers, while taking a break from their caring role.
- To engage with those living with dementia to understand their aspirations for activities and develop community offer in response
- Proactively engage with BAME and LGBTQ+ communities to encourage participation and minimise barriers.
- To actively promote the project to ensure participant targets achieved.
- Keep up to date knowledge of Age UK Birmingham & Sandwell's full range of services including paid for services.
- Maintain up to date knowledge of local support, services and activities available to people living with dementia and their carers.
- Maintain case and data records for the purpose of, information retrieval, statistical monitoring, and report preparation
- Work within Age UK Birmingham & Sandwell's policies and procedures
- Represent Age UK Birmingham & Sandwell at events and activities as necessary
- To undertake other duties as directed by the Line Manager and to ensure the smooth running of services.

Other duties

- To actively uphold Age UK Birmingham's Equality and Diversity Policy.

- To abide by Health and Safety guidelines and share the responsibility for their own safety and that of colleagues.
- To attend training courses as appropriate.
- To attend and contribute to team meetings.
- To participate in events to promote the service and the organisation.
- Be responsible for own administration duties.

This role requires the employee to have their own transportation due to the nature of the role.

PERSON SPECIFICATION

Experience and Knowledge:

- Experience in developing and delivering dementia friendly activities.
- Knowledge of dementia and its impact on individuals and their families.
- Experience of working in programmes that focus on community-based interventions.
- Experience in working with individuals with cognitive impairments.
- Flexibility and creativity in developing new and engaging activities.
- Ability to maintain accurate records and evaluate the effectiveness of activities.
- Ability to work collaboratively with other staff and community partners
- Understanding of Health and Safety as it applies to support work including Risk Assessment.
- A good knowledge and understanding of safeguarding practices.

Personal Skills and Attributes:

- Excellent organisational and time management skills
- Ability to evaluate the effectiveness of activities and make adjustments as needed.
- Excellent communication skills, being able to speak to people from a wide variety of backgrounds and put them at ease.
- Approachable, empathetic, friendly, and able to get on with others and be a strong team player.
- Ability to adapt activities to meet the varying needs and abilities of individuals with dementia.
- Action-oriented, flexible, and innovative approach to development of community activities
- Capable of hands-on problem solving and ability to generate ideas and solutions
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- Strong interpersonal and relationship building skills
- Excellent IT skills e.g., Word, Excel, PowerPoint, and Client Management Databases

Other Requirements:

- Flexible and willing to work some unsocial hours if needed

- Access to own transport and willingness to travel across areas of delivery
- Commitment to incorporating Equal Opportunities principles into all aspects of work.
- Car insurance which covers Class 1 Business use.
- Enhanced DBS check
- Driving licence

Education and Qualifications:

- Good standard of education including English and Maths
- Evidence of training appropriate to the post