

**JOB TITLE:** DementiaTeam Leader

**RESPONSIBLE TO:** Service Manager

**LOCATION:** Dementia Support Service

**HOURS OF WORK**: 21 - Wednesday, Thursday, Friday

**SALARY**: Actual £17,319 FTE (£28.874)

**JOB PURPOSE:** To coordinate and deliver high quality and effective support groups for people living with a diagnosis of dementia; providing group members with the opportunity to socialise, pursue hobbies and interests, improve health and wellbeing and learn how best to manage their condition to live as independently as possible. To manage and coordinate a small team of support workers and volunteers by providing appropriate and effective performance management practices. To develop and maintain strong links with internal and external professionals and agencies. To ensure a responsive and effective service that consistently delivers positive outcomes for people in the Salford area.

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**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. To lead and performance manage a small team of Support Workers and volunteers, assigning work to team members, monitoring and supervising the day-to-day delivery and quality standards of their work.
2. To encourage a culture of continuous performance improvement at both an individual and service level.
3. To implement robust induction practices ensuring participation in core and ongoing training as appropriate.
4. To support the team to continuously develop and provide a wide range of effective person centered and dementia focused activities and interventions using best practice guidance to inform service delivery.
5. To oversee the planning and delivery of city-wide support groups and contribute to regular evaluation to inform the continuous development of the service.
6. To develop and maintain extensive professional networks with partner organisations to continuously raise the profile of the service.
7. To contribute to the monitoring and evaluation of service delivery ensuring comprehensive record keeping on the company Customer Relationship Management system (CRM) submitting data in accordance with organisational policy and other external requirements.
8. To monitor expenditure within own area of responsibility; ensure financial targets are achieved and maximising income opportunities.
9. To ensure Health and Safety standards are maintained and risk is mitigated to the lowest level possible by ensuring staff take personal responsibility for their own and others' safety and to undertake risk assessments of relevant activities.
10. To deputise for the Service Manager by being the first point of contact and representing Age UK Salford in the absence of the manager and resolve day-to-day issues or escalate to the Director of Dementia and Community Services.

**ADDITIONAL RESPONSIBILITIES:**

1. To ensure compliance with all relevant service standards, policies and procedures of Age UK Salford and all other relevant external compliance standards.

2. To develop and maintain effective relationships with service users, their carergivers and all other key individuals and / or groups whilst demonstrating a positive commitment to always providing good customer service.

3. To communicate effectively by maintaining clear, concise and open communication, always ensuring that the Service Manager and all team members are fully informed and updated.

4. To support the Service Manager to coordinate and facilitate team meetings making positive contributions to regular team meetings and individual supervision.

5. To continuously review own performance and take responsibility for own learning and development by undertaking induction and on-going training as required.

6. To work collaboratively with the other team members, external professionals and other key stakeholders to consistently deliver positive outcomes for those who use our services.

7. Demonstrate personal leadership by contributing toward continuous service improvement, adopting a positive approach to change and willingness to seek solutions to resolve the day-to-day challenges of delivering effective services for people with dementia.

8. To ensure that the service offered is sensitive and responsive in meeting the needs of the diverse communities in which they are delivered.

9. To undertake any other tasks, duties or projects as required which are relevant to the role as directed by the Service Manager.

10. Safeguarding adults at risk is essential to the job role. This includes working

 within local and national policies to safeguard individuals and their families.

**PERSON SPECIIFICATION – Team Leader**

The following requirements will be assessed from a combination of information provided from the application form, panel interview process and references:

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| **Education and Qualifications**  | **Essential** | **Desirable** |
| Degree or relevant professional qualificationRelevant NVQ level 3 or equivalent and willingness to work toward NVQ level 4 | **X** | **X** |

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| **Skills, Knowledge and Experience** | **Essential** | **Desirable** |
| Experience of supervising staff including performance management processes (1-1 supervisions)Up to 3 years' experience or more of working in the statutory or voluntary health &/or social care sectors An in-depth knowledge and understanding of the needs of people with dementia and their caregiversExperience of undertaking risk / needs assessment and support planning processesExperience of planning and facilitating groupwork interventionsExperience of working in partnership with other multi-disciplinary health &/or social care providersAbility to work as part of a dynamic teamExcellent written, verbal and interpersonal communication skills Ability to evaluate and reflect on own and others practice and contribute toward continuous service improvement Data management and good IT skillsExcellent organisation skills and the ability to maintain accurate and concise recordsKnowledge and understanding of relevant social policy and legislation | **X****X****X****X****X****X****X****X****X****X****X** | **X** |

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| **Personal Attributes / Qualities** | **Essential** | **Desirable** |
| Always work professionally and represent the organisation in a positive manner Ability to plan and think creatively and work on own initiative Ability to adopt a solution focused approach to resolve day to day operational challenges Ability to listen sensitively and empathise with people with dementia and their carergiversWillingness to travel within the service area and beyond Car driver and access to own vehicle Ability to work in a non-discriminatory manner and demonstrate a commitment to equal opportunities To undertake all work tasks in a flexible way to meet the needs of the service | **X****X****X****X****X****X****X** | **X** |