

<b>JOB DESCRIPTION</b>	
<b>Post</b>	<b>Meeting Centre Facilitator</b>
<b>Department/ Project</b>	Dementia Matters in Powys (DMiP)
<b>Base</b>	Main office is based in Llandrindod Wells with development work taking place in Brecon, Ystradgynlais, Rhayader and Builth Wells
<b>Responsible to</b>	Chief Officer
<b>Responsible for</b>	No line management responsibility
<b>Terms &amp; Conditions</b>	See Below
<b>Purpose of this post</b>	To support people living with dementia and their family members through enabling the smooth running of Dementia Meeting Centres.
<b>Key Responsibilities</b>	<p>To support people affected by dementia and their family members through the facilitation of the smooth running of the Meeting Centre under the advice and guidance of the Dementia Community Development Officer.</p> <ul style="list-style-type: none"> <li>● Ensure that all members are enabled to meaningfully participate in all aspects of the Meeting Centre</li> <li>● Enable members to fully participate in the planning and development of the Meeting Centre.</li> <li>● Support people in physically attending the Meeting Centre, where possible and appropriate</li> <li>● To develop skills around implementing approaches in the Meeting Centre that adhere to the 'Adapting to Change' model</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>● To plan/share the creation of a programme that is highly influenced by the interests and experiences of the Meeting Centre members.</li> <li>● To help prepare and pack away a space that is welcoming, safe and accessible to all of the Meeting Centre members.</li> <li>● To greet and connect with everyone in a professional and meaningful manner.</li> <li>● To support in facilitating the Group in order to maintain equal inclusion, fairness and balance.</li> <li>● To use skills to roll-out a programme that supports Members with practical, emotional and social adjustments to their lives - for example, lead an exercise that promotes hand-eye coordination.</li> <li>● Keep the Chief Office informed of outcomes and concerns through regular supervision sessions.</li> <li>● To work alongside Dementia Community Development</li> </ul>

	<p>Officers and volunteers.</p> <ul style="list-style-type: none"> <li>● To keep members informed about what, how and when anything of relevance is happening and help new Members to be part of any changes.</li> <li>● Support sessional works in carrying out individual sessions they are delivering</li> <li>● Track and submit hours</li> <li>● Undertake mandatory and other training relevant to this post</li> <li>● Facilitate sessions in other community spaces</li> <li>● Help resource food for sharing</li> <li>● Keep an honest and open track of the lunch kitty/petty cash tin solely for the use of providing food, birthday cards and entrance fees for the Meeting Centre members.</li> <li>● Ensure all information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons</li> <li>● Ensure all information is maintained in accordance with the Data Protection Act</li> <li>● Manage personal resources and own professional development</li> <li>● Develop a culture and systems that promotes equality and values diversity</li> <li>● Promote a health and safety culture within the workplace</li> </ul>
<b>PERSON SPECIFICATION</b>	
<b>Required Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Understanding/experience of dementia and its effect on individuals and families.</li> <li>● Experience of leading and organising group activities</li> </ul>
<b>Required Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● Adaptability</li> <li>● Team Work</li> <li>● Communication skills</li> <li>● Reliability</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>● Welsh Speaker</li> <li>● Experience of handling confidential information</li> <li>● Experience of working in the Third/Voluntary Sector</li> </ul>
<b>MAIN TERMS &amp; CONDITIONS OF EMPLOYMENT</b>	
<b>Post</b>	Meeting Centre Facilitator This post is initially funded for 12 months
<b>Salary</b>	NJC SCP 13 (£17,391 pro rata per annum)
<b>Hours of Work</b>	20 hours a week over four days
<b>Probationary period</b>	This appointment is subject to the satisfactory completion of a period of probationary service of one month.
<b>Car User Status</b>	DMiP will pay all relevant travel at the current agreed mileage rate.

<b>Holidays</b>	25 days per annum, pro rata.
<b>Pension Scheme</b>	A contribution equal to 6% of salary will be made available to the DMiP Stakeholders Pension or to a Private Pension Scheme.
The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.	