

<b>JOB DESCRIPTION</b>	
<b>Post</b>	<b>Dementia Community Development Officer</b>
<b>Department/ Project</b>	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>	Meeting Centre Volunteers
<b>Terms &amp; Conditions</b>	See below
<b>Purpose of this post</b>	<p>Support communities to become increasingly dementia friendly with the active and full inclusion of people affected by dementia</p> <p>Develop Dementia Meeting Centres to increase feelings of wellbeing, confidence and independence in people affected by dementia in Powys</p> <p>Support people affected by dementia to influence Health and Social Care Providers to develop services that are more sensitive and appropriate to the needs and aspirations of people living with dementia</p> <p>Contribute towards DMiP's positive campaigns and initiatives about dementia in order to reduce negative stereotypes</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>● Work in cooperation with relevant parties and organisations in order to share good practice and expand the development of Dementia Friendly Communities</li> <li>● Ensure that Dementia Meeting Centres are inclusive and informed by people affected by dementia</li> <li>● Involve people living with dementia and their carers in the planning, development and delivery of services and initiatives in Powys</li> <li>● As part of a team, establish 4 Dementia Meeting Centres over the three year funding period</li> <li>● Recruit and manage a team of volunteers to support dementia friendly community activities and the smooth running of Dementia Meeting Centres</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>● Support the development of Dementia Friendly Communities based on the identified needs of those living with dementia, their families and carers</li> <li>● Engage businesses, community groups, health and social care providers to become Dementia Friendly and offer an increasing</li> </ul>

	<p>number of services that are appropriate for people living with dementia</p> <ul style="list-style-type: none"> <li>● Undertake and develop a range of sustainable activities to promote better understanding of dementia and thus reduce potential stigma and discrimination</li> <li>● Promote DMiP via social media, the press, etc</li> <li>● Provide financial &amp; operational reports against Key Performance Indicators as requested</li> <li>● Lead and support the development of Reflective Practice sessions at the Dementia Meeting Centres.</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> <li>● Undertake other activities as required</li> </ul>
<b>PERSON SPECIFICATION</b>	
<p><b>Required Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>● Understanding of dementia and its effects on individuals, families and communities</li> <li>● Understanding of essential factors in communicating and working with people with dementia</li> <li>● Experience of recruiting, training and supervising volunteers</li> <li>● Understanding of community development principles</li> <li>● Experience of multi-agency partnership working, building &amp; sustaining effective relationships with other organisations</li> <li>● Experience of developing, implementing and managing projects</li> <li>● Understanding of the needs of rural communities</li> </ul>
<p><b>Required Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>● Communicate effectively in writing and verbally with a wide range of people, at different levels</li> <li>● Computer literacy</li> <li>● Work well under own initiative and within a wider team</li> <li>● Able to work on own initiative whilst being accountable for all activities</li> <li>● Good oral and written communication skills</li> <li>● Able to maintain a high standard in record-keeping</li> <li>● Writing reports and using statistics</li> <li>● Good organisational and time-management skills</li> <li>● Able to work unsocial hours occasionally</li> <li>● Clean driving license and access to a vehicle for travel across Powys</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>● Welsh Speaker</li> <li>● Experience of working in the Third / Voluntary Sector</li> <li>● Knowledge of the Equality Act 2010</li> </ul>

- Knowledge of data protection and confidentiality

**MAIN TERMS & CONDITIONS OF EMPLOYMENT**

<b>Post</b>	Dementia Community Development Officer The post is initially funded until the 31 March 2020
<b>Salary</b>	£24,717 (pro rata per annum)
<b>Hours of Work</b>	16 hours per week over four days
<b>Probationary period</b>	3 months
<b>Car User Status</b>	DMiP pays 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.