

Job title	Dementia Project Coordinator	Department	Community Cohesion Team
Position reports	Community Cohesion Development Manager	Position is responsible for	Volunteers

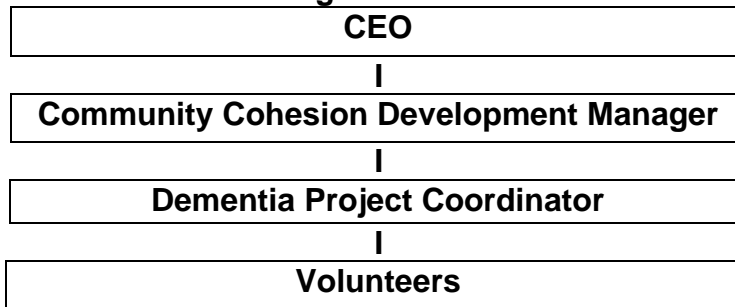
Location:

Coniston Community Centre/Kingswood Estate/home

Main purpose of job:

Using asset-based community development values and practices, work with people living with dementia and other stakeholders to make changes in their lives.

Position in Organisational Structure



Length of contract: Fixed term for 12 months

Salary: 18.5 hours per week at £25, 214 per annum pro rata (£12,607 actual)

Main duties

- Support the development of South Gloucestershire as a dementia friendly community, working with South Gloucestershire Council (SGC) and partners, and developing the South Gloucestershire Dementia Action Alliance. (SGDAA)
- Identify opportunities and develop relationships with local business, voluntary, community and social enterprise (VCSE) organisations and statutory services to improve knowledge about dementia
- Coordinate and manage the SGDAA steering group meetings and review Terms of Reference in line with the developing SGC Dementia strategy
- Participate in the SGC Age Friendly Communities work and contribute to recommendations in relation to the SGC Dementia Strategy
- Source opportunities for new or ongoing funding, and support with applications for funding

- Improve awareness of dementia within South Gloucestershire through community groups, schools, local residents and businesses, using awareness sessions, awareness leaflets, stalls, newsletters and other means such as webinars and online/face to face meetings
- Encourage local individuals, groups, VCSE organisations, businesses to “sign up” to the SGDA and take actions to support and make it easier for people living with dementia and their families and friends to get out and about
- Help maintain and develop initiatives set up as part of the dementia work (e.g. memory café, Dementia awareness sessions, volunteering for people living with dementia)
- Work in consultation with people living with dementia and their carers to inform and monitor the actions of the alliance and to identify and support the development of new initiatives
- Promote better understanding of dementia across communities and Equalities groups, to reduce stigma and discrimination and promote independence
- Monitor and evaluate the work of the alliance
- Work Mondays to cover memory cafe if required and Wednesdays for team meetings, otherwise flexible
- Support and liaise with communities wanting to become ‘Dementia friendly’ or set up specific dementia friendly projects, such as memory cafes
- Support businesses in recruitment of people living with dementia as volunteers
- Comply with the data protection regulations
- Work in a manner that facilitates inclusion, particularly of people living with dementia
- Administrate and organise own work to ensure it meets quality, targets, reasonable deadlines and reporting requirements
- Where appropriate, recruit, induct and support volunteers such as to run memory cafes and awareness sessions

Last updated: April 2024 **Date of next review:** June 2025