

Marie Curie Job Description

Job title:	Dementia Friendly Communities Coordinator
Department:	Caring Services
Location:	Home based covering Cardiff and the Vale of Glamorgan
Reports to:	Project Manager, Divisional Programme Office, Wales & Southern England
Accountable To:	Divisional General Manager, Wales and Southern England

Job Purpose/Summary

To support and further develop a regional approach to Dementia Friendly Communities (DFC) across the Cardiff and the Vale area for the benefit of people affected by dementia including their carers, to reduce stigma and enhance understanding and awareness of dementia

The coordinator will provide support to facilitate partnership working and joint approaches between Dementia Friendly groups, supportive individuals, businesses and organisations.

The support provided will enable individuals and organisations to recognise the needs of people with dementia and take action towards making their communities dementia friendly, where people affected by dementia feel understood, respected, included, and are supported to live well

Key internal relationships

- Hospice senior leadership team
- Community Fundraising team
- Divisional senior leadership team

Key external relationships

- People living with dementia and their families
- Dementia Friendly Communities, Dementia Friendly Cardiff, local steering groups and members
- Third-sector stakeholders (i.e. Alzheimer's Society, Dementia Engagement and Empowerment Project)
- Local businesses and organisations
- Schools
- Community groups
- Community venues and services

Accountabilities (Duties & Responsibilities)

Service Delivery

- Provide flexible and responsive support to groups and individuals in the establishment and effective management of Dementia Friendly groups and networks e.g. community groups, common interest groups, steering groups

- Deliver Dementia Friends sessions and information events to groups to raise awareness and support recruitment of new stakeholders and new pledges to Dementia Friendly communities
- Support the award scheme for dementia friendly shops, businesses and organisations to recognise their contribution to DFCs

Network development and management

- **Promote** the service throughout the designated area, including via existing Dementia Friendly channels so new and existing stakeholders are aware of the Dementia Friendly approach and are motivated to get involved and stay involved
- **Recruit** and support newly pledged organisations to develop their dementia friendly plans
- Undertake a partnership **liaison** role across Cardiff and the Vale of Glamorgan to facilitate the development of active and effective cooperative relationships between stakeholders, DFC organisations and individuals
- **Establish representation** of people with dementia and their carers on regional steering groups to enable a co-production approach
- Through networks and stakeholders, **promote Marie Curie's** own services relevant to people affected by dementia and their carers.

Project Support and administration

- Monitor and report performance and outcome measures of the dementia friendly approach to meet the needs of the project and ensure the needs of people living with dementia are being addressed
- Identify and share good practice from within and outside the area
- Develop and maintain a database of Dementia Friendly stakeholders to aid communication and project tracking
- Contribute to the development of a project plan and approach
- Contribute to the completion of reports, including service activity reports
- Identify any issues or risks in the delivery of the service, reporting appropriately to the Project Manager
- Report and manage any incidents within the service

Other areas

- The role will involve travel around the area


General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.

- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Commitment to Marie Curie values; Always passionate, Making things happen, Leading in our field, People at our heart
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

	<h2>Marie Curie</h2> <h3>Person Specification</h3>
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Job title: Dementia Friendly Communities Coordinator

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> ➤ Strong planning and operational service delivery skills ➤ Exceptional communication and interpersonal skills ➤ Effective over the phone, face to face and using the written word and able to tailor communication methods and skills appropriately for varied audiences. ➤ Strong influencing and motivating abilities ➤ Able to work accurately with excellent attention to detail ➤ Competent IT skills ➤ Ability to use own initiative to make improvements to service delivery ➤ Ability to build strong relationships across a complex range of stakeholders to effectively implement change ➤ Ability to work well under pressure and prioritise a busy workload ➤ Capability to deliver training to small groups (10-15 people) 	<ul style="list-style-type: none"> ➤ Managing volunteers in the health, social care or charitable sector 	<ul style="list-style-type: none"> ➤ Application and interview ➤ Presentation
Knowledge	<ul style="list-style-type: none"> ➤ Clear understanding of the aims of the Dementia Friendly Communities Initiative ➤ Knowledge of dementia ➤ A good understanding of how to proactively market the service in the local community. ➤ Knowledge of community development principles ➤ Knowledge of methods for engaging stakeholders and service users 	<ul style="list-style-type: none"> ➤ Understanding of health and social care systems ➤ Knowledge of palliative care ➤ Strong local knowledge of public, private, and/or third sectors across Cardiff and the Vale of Glamorgan 	<ul style="list-style-type: none"> ➤ Application and interview
Qualifications, training and education	<ul style="list-style-type: none"> ➤ A degree or evidence of relevant work experience ➤ Trained as an Alzheimer's Society Dementia Champion (or willing to complete this training on appointment) 		<ul style="list-style-type: none"> ➤ Application and interview



Marie Curie Terms & Conditions

Experience	<ul style="list-style-type: none"> ➤ Previous experience of service delivery and coordination ➤ Experience of delivering community development initiatives ➤ Experience in delivering successful and sustainable change ➤ Experience supporting service user engagement 	<ul style="list-style-type: none"> ➤ Previous involvement in the Dementia Friends movement ➤ Experience working with people affected by dementia and their carers ➤ Experience in leading a professional or community group or network ➤ Experience of managing volunteers ➤ Event planning/management experience ➤ Lived experience of supporting people with dementia 	<ul style="list-style-type: none"> ➤ Application and interview
Other requirements	<ul style="list-style-type: none"> ➤ A good team player – able to link in and work well with a range of people within the organisation ➤ Respect for Marie Curie’s high standards and at all times strive towards maintaining those high standards of service delivery, reputation for quality and reliability ➤ A valid driving licence and own car ➤ Mobile across the area, to enable visits to clients in their own home ➤ Able to work flexibly to meet the needs of the role. For example, support for stakeholders including community groups and businesses may occasionally require evenings or weekend working 		<ul style="list-style-type: none"> ➤ Application and interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities

Job title	Dementia Friendly Communities Coordinator
Salary scale	MC Pay Scale Grade D
Annual leave entitlement	33 days including 8 bank holidays (pro rata)
Notice period	One Month (after six months service)
Working hours	28 hours per week
Disclosure Check	Enhanced

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems