
Job Description – Dementia Café Coordinator

Overview

Job title:	Dementia Café Coordinator FIXED TERM 6 Months. Employed through an employment agency	Pay band:	LC2 (SCP24- 28)
Reports to:	Parish Manager	Hours:	20
Location:	Pinetrees Community Centre	Hourly Rate	£16.31
Other benefits:		FTE:	0.13
Other Requirements	NVQ Level 3 or equivalent Post will be subject to an Enhanced DBS check	Direct Reports	

Job Purpose:

To coordinate the successful running and development of a sustainable dementia café, providing information and peer support in an informal setting for individuals with dementia and their carers.

To have a full understanding of the philosophy of the dementia café and be able to communicate this effectively to service users, staff, volunteers and outside agencies.

Main Responsibilities:

- To lead a steering group to organise the Café, evaluating informally, making changes where necessary and reporting on the outcomes of the café.
- To ensure that the event is appropriately organised, arrangements communicated and that the relevant risk assessments have been completed.
- To publicise and promote the Café widely.
- To arrange and maintain speakers, professionals and entertainers to educate, entertain and inform people on issues relating to dementia.
- To ensure transport is available to anyone who may need it to attend the Dementia Café
- To be responsible for the venue and catering arrangements for each event.
- To take referrals from various sources, to assess premedical questionnaires and write formal invitations to attend the Café to each known potential attendee
- To have an introduction to the café to ensure new members are supported to engage in the café
- To be receptive to the views and opinions of café attendees in the development of the service
- To have an exit strategy for people with dementia and their carer's and signpost to other, more appropriate services
- To coordinate and manage staff and volunteers
- To be responsible and accountable for the delivery of high-quality dementia café services
- To liaise with relevant statutory and voluntary organisations that relate to the dementia café.
- To establish a community led organisation to sustain the Dementia Café beyond the initial 6 months

- To manage the service-related expenditure to ensure sustainability beyond initial funding

Expectations

- To ensure all responsibilities and activities discharged within the post are consistent with the high expectations of the position
- The post will be mainly based within the Parish, however where the need arises there may occasionally be a need to work outside normal working hours or travel outside of Swindon.
- To work independently, be self-motivated and make decisions as appropriate. Home working will be considered.
- To develop positive relationships with key stakeholders
- To observe an appropriate level of confidentiality at all times
- To ensure all practices and procedures are undertaken in accordance with a health and safe working environment and that all staff and volunteers for whom you will be responsible for are aware of their responsibilities in respect of their role, monitoring data and recommending action as required

Education and Qualifications

NVQ Level 3 or equivalent

Working conditions

The work is office based

Physical requirements

The job is not specifically physically demanding but may involve lifting or carrying. It may require you to be fit to drive a vehicle.

Approved by:	
Date approved:	24 July 2019
Reviewed:	
Next Review:	<i>This job description should be reviewed and updated as necessary</i>