

## Person Specification – Dementia Café Coordinator

### Overview

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

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Experience in administrating and organising own work to ensure accuracy when meeting targets and deadlines	X		
Knowledge of relevant legislation including Health & Safety and the Mental Capacity Act	X		
Experience of running a voluntary organisation and co-ordinating volunteers	X		
An understanding of dementia and An understanding of the needs of people with dementia and their carers	X		
<b>Skill</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Good organising, co-ordination and communication skills	X		
Fundraising skills		X	
An understanding of Dementia and the philosophy of dementia cafes	X		
An understanding of the needs of people with dementia and their carer's	X		
An understanding of the need for client confidentiality	X		
An understanding of collaborative working		X	
Full working knowledge of Local Government law, finance, procedures, functions and structures.			X
Full working knowledge of current I.T. and computer systems.			X

Possess a valid driving licence and ability to use own vehicle to attend meetings		X	
---	--	---	--

Central Swindon North Parish Council July 2019