



## **JOB DESCRIPTION**

**Job Title:** Dementia Cafe Coordinator

**Reporting To:** CEO Ashford Place

**Hours:** 3 days per week 21 hours

We are seeking an enthusiastic, innovative and energetic individual with a positive can-do attitude and excellent people and project delivery skills to support communities across Brent to develop people led dementia services e.g. dementia cafes. We are recruiting a part-time co-ordinator to develop and manage this new service at a time of reducing statutory provision against an increasing need for support that enables people living with dementia to fully optimise their talents and abilities and continue their contribution to their local and wider community. This project is about assisting people living with dementia to design, create and deliver the kind of support systems they want.

The project will be based at Ashford Place in Cricklewood and delivered across the borough.

This job description does not constitute a term and condition of employment. It is provided only as a guide to assist the employee in the performance of their job. We are an evolving organisation and therefore changes to the employee's duties may be necessary from time to time. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

### **GENERAL RESPONSIBILITIES:**

To work with the CEO of Ashford Place and others to plan and deliver a network of Dementia cafes across the Borough of Brent over a period of three years. The overall aim is to make these cafes independent and sustainable, this will be achieved by empowering them to manage all aspects of their activities.

The Dementia Cafe Coordinator worker will support groups by offering, training, advice and support in setting up and managing local sustainable dementia cafes. This will involve engaging/developing a network of community organisations, working with those living with dementia and carers to ensure appropriate activities are delivered, engaging and training



volunteers to deliver the service. This will be overseen by a small steering group, - which you will support and administer - made up of members of various communities across Brent. The worker will be supervised and guided by the CEO of Ashford Place, as will all monitoring and reporting processes.

### **DETAILED TASKS:**

- Using Ashford Place as a starting point consult with carers, those living with dementia, and others involved in supporting dementia related issues to establish the needs of dementia sufferers and their carers in Brent
- Work with and support five existing groups who are committed to delivering a local dementia cafe in these five areas
- Provide training initially to five existing groups in "needs of those living with dementia and their carers"
- Involve and be guided by carers and people living with dementia
- Provide training to those running dementia cafes so venues are legally compliant, accessible and attractive to beneficiaries and provide the most appropriate support
- Work with local agencies to develop an information bank of those who may require support, dementia friendly locations, activities available, respite opportunities and other information which will benefit those living with dementia and their carers
- Identify and engage guest speakers and new activities
- Promote and share activities, achievements and challenges with other organisations
- Assist venues in recruiting, training and retaining five volunteers and lead volunteer per cafe
- Engage other agencies to link with our activities, promoting shared experience and resources
- Using the experience of Ashford Place and partner communities, mount a public awareness and giving campaign promoting local responsibility for support for those living with dementia and carers
- Work with Ashford Place CEO to engage with local, regional and national agencies to promote the potential of replication and implementation elsewhere
- In the first and second year identify potential new host organisations for a further five dementia cafes per year, for the next two years
- Attend management committee meetings of new host organisations and assist in development of new cafes
- Support cafes to become sustainable, assist with community engagement, local fund raising and longer term planning
- Provide written and verbal reports as required



- Keep detailed records of work for the purposes of accountability and reporting and meet required outputs.
- Undertake any other duties in pursuit of the aims of the project

## Person Specification

Skill/Experience	Essential	Desirable
A good standard of written and spoken English	X	
Good inter-personal skills, able to communicate confidently at different levels	X	
Understanding of the VCS/Third Sector	X	
Understanding or experience of funding, or where to find support if required	X	
Understanding or experience of H&S, or where to find support if required	X	
Understanding or experience of community engagement or where to find support if required	X	
Competence in word processing and I.T. skills	X	
Understanding or experience of dementia and related issues	X	
Understanding of working in different cultural and ethnic settings	X	
Experience or able to offer training to groups/individuals	X	
Able to research and secure information for both; beneficiaries and partner agencies	X	
Able to support partner Management Committee's	X	
Understanding of the importance of networks and how to develop a beneficial network for the Dementia cafes	X	
Understanding of partnership working and the ability to forge partnerships	X	
Have a flexible and cooperative approach	X	
Able to: recruit, support and manage volunteers	X	
Have good listening skills, able to advocate for and support those living with dementia and carers	X	
Ability to collate information from others and combine into a report	X	
Ability to work in a team setting, identifying and acting on priorities	X	
Able to keep detailed records and provide reports for management committees and funding bodies	X	
Capable of being a self starter and working on their own initiative	X	

