

JOB DESCRIPTION

Job Title: Dementia Carers Group Facilitator

Responsible to: Dementia Carers Hub Manager

Responsible for: Volunteers

Location: Community-based across Birmingham

Hours/Salary: 37.5 hours per week £24,901.50 per annum

Job Purpose

Your role will be to support existing community groups supporting carers who look after someone living with dementia. You will also establish and deliver engaging new groups maximising reach and accessibility across the city. Working with the groups to support them to become self-led, independent, and sustainable.

The role involves managing all aspects of the carers groups, delivering a range of high-quality activities and workshops and bringing in specialist, engaging speakers for dementia carers.

You will also ensure the groups are aware of, and able to access the wider support offer from the Birmingham Carers Hub. Working with Dementia Carers Count to deliver information sessions around on dementia awareness and other relevant topics.

Principal Duties:

- To identify and map existing dementia carers community groups.
- To work with and support dementia carers community groups, to help maintain and strengthen their support offer to dementia carers.
- To establish new dementia carers community groups where there is an unmet need, with the aim of them becoming independent and self-led.
- To engage with dementia carers to understand their aspirations for activities and develop a community offer in response.
- To formulate and deliver a stimulating programme of activities for carer groups.
- To make referrals/signpost to other appropriate agencies and organisations for specialist support based on the carers needs and circumstances.
- To work with Dementia Carers Count to engage groups in Information Sessions to increase their knowledge of dementia and carer related matters.
- To support the overall management and delivery of our training offer for carers as required.

- To risk assess working environments as appropriate in line with Health & Safety policies and procedures.
- To report any safeguarding/incidents/accidents to line manager
- To maintain accurate and confidential records, ensuring activities, outputs and outcomes are recorded for reporting purposes.
- To support and develop volunteers, overseeing their day-to-day activities.
- To develop contacts, links, and relationships with other programmes such as Neighbourhood Network Schemes.
- To represent the team at external meetings where appropriate.
- To engage with the wider Carers Hub partnership to ensure dementia carers groups are aware of and able to access the support available to their participants.

Other duties

- Participate in and contribute to project and working groups across the organisation as requested.
- To work to achieve the objectives of the organisations' Equality and Diversity Policies.
- To undertake any training required for the role and by the organisation.
- To participate in the supervision and appraisal systems adopted by the organisation.
- To undertake any other duties commensurate to the post not specifically mentioned in this job description.

PERSON SPECIFICATION

Experience and Knowledge:

- Experience of engaging with carers
- Understanding of the impact of living with dementia
- Experience of working within community development, social work, health, or related field
- Knowledge of policies and good practice in relation to local community development
- Experience of working in partnership with other local and statutory organisations
- Experience of making presentations and speaking at events, meetings, and workshops
- Demonstrate an understanding and experience of working with people from different backgrounds with varying needs.
- Experience of working with and supporting volunteers
- Understanding and commitment to the principles of good practice in relation to equality and diversity.
- A good knowledge and understanding of safeguarding practices.
- Demonstrate a working knowledge of the Data Protection Act
- Understanding of Health and Safety as it applies to community-based delivery including risk assessment.

Personal Skills and Attributes:

- Excellent organisational and time management skills
- Excellent communication skills, being able to speak to older people from a wide variety of backgrounds, in one to one and group settings, and put them at ease.
- Approachable, patient, empathetic, friendly, and able to get on with others and be a strong team player.
- Capable of hands-on problem solving and ability to generate ideas and solutions.
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- Strong interpersonal and relationship building skills.
- Self-motivated and able to work on own initiative.
- Ability to respond to competing demands and to prioritise tasks.
- Ability to work to targets and outputs to achieve funding contract requirements.
- Ability to engage a wide range of stakeholders and cultures.
- Excellent IT skills e.g., Word, Excel, PowerPoint, and Client Management Databases
- Demonstrable commitment to continuing professional development and sharing learning with others.

Other Requirements:

- Flexible and willing to work occasional evenings/weekends.
- Willingness to travel across Birmingham.
- Commitment to incorporating Equal Opportunities principles into all aspects of work.
- Enhanced DBS check
- Driving licence with a minimum of 2 years

Education and Qualifications:

- Hold a relevant professional qualification relating to Community Development or significant work-based experience.
- Evidence of training appropriate to the post