

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Project Co-ordinator, Dementia Friendly Sidmouth
Reporting to:	Chair, Sid Valley Memory Café
Working Hours:	15 hours per week, days TBC, with a degree of flexibility to meet operational requirements on occasion.
Work Location:	Hybrid of home working and Sidmouth office premises
Employment Status:	Contractor
Contract Type:	Fixed Term of a year, with potential extension
Salary:	£20 per hour (depending on experience)

THE ORGANISATION

Dementia Friendly Sidmouth is a new organisation in Sidmouth.

Our vision is a Sid Valley where people with dementia are understood, respected and supported. We all have a part to play in creating a community where people with dementia feel active, engaged and valued.

The number of people with dementia in the Sid Valley is higher than the national average. And like any illness, we never know when it might affect us, or our loved ones.

It is a disorientating condition and can impact hugely on a sufferer's self-confidence and independence. But by showing understanding and compassion to people with dementia, retail and hospitality staff can play a huge role in their customers' well-being.

Dementia Friendly Sidmouth works in partnership with three charities: Sid Valley Memory Café, Sidmouth Hospice at Home and Sid Valley Help. The initiative is supported by Sidmouth Town Council.

Our mission is to improve the lives of anyone with dementia in the Sid Valley and those who care for them, through promoting greater awareness of the needs of people touched by it, and providing free NHS accredited training to customer facing businesses, community groups and members of the public to help them support people in the community with dementia.

This is an exciting and varied new role heading up this new organisation, which aims to increase understanding of dementia and support those who are living with the condition and their carers. The Project Co-ordinator will have the primary responsibility for driving this organisation into being.

THE ROLE

This newly appointed role is pivotal in actualising the organisation's strategic objectives into demonstrable progress, which will be visible throughout the Sid Valley Community.

The role will initially commence in a stand-alone capacity, with the appointee developing an overarching Project Plan, along with a detailed Delivery Programme, from information obtained within the developed strategy documents, and to recommend a realistic plan of action to deliver both the initial and subsequent delivery phases with forecasting up-take, timescales, resources, key milestones and budgetary projections, for stakeholder approval.

The role will then develop into actualising the project, through the appointee organising and facilitating the publicity, marketing campaigns and materials, organising the delivery of the training programme roll-out within the community and undertaking mentoring support thereafter to ensure best practice developments are incorporated into the community as fresher training and monitoring.

In the fullness of time, volunteers will be appointed as supporting resource, to deliver against the programme, for which the appointee will be involved in the recruitment and working with the voluntary team.

JOB DESCRIPTION

Key Duties and Responsibilities

- Develop a project plan to deliver the roll out of Dementia Friendly Sidmouth within an agreed budget and timescale.
- Consistently maintain, and record progress against, the project plan.
- Be the 'face' of the organisation in Sidmouth, as a first point of contact for information about the organisation, supporting dementia awareness within the community and signposting to associated support services.
- Liaise with key stakeholders, such as local government, healthcare providers and third sector organisations to ensure buy-in and practical support.
- Budget and procure professional services (such as the delivery of the training) to support elements within the project plan, as approved.
- Proactively engage local businesses and organisations with our vision and encourage them to sign-up to our services, including staff training.
- Oversee the development of the short training modules and materials, alongside specialist training providers, for community awareness training.
- Maintain records of approaches made to businesses/organisations and the training undertaken.
- Develop publicity resources to raise awareness of the needs of those touched by dementia, including maintaining web-based and paper resources.
- Manage website content and social media posts on behalf of the project.
- Manage enquiries and requests on an ad hoc basis.
- Work with leaders of the organisation to create a business plan to make Dementia Friendly Sidmouth a sustainable ongoing organisation.

PERSON SPECIFICATION

Essential

- Self-motivated, with the ability to work in a stand-alone role and as part of a team.
- A calm, professional, positive manner with excellent interpersonal skills.
- Good written and oral communication skills.
- A confident, open, presence.
- Demonstrable relationship building skills.
- Able to present information in suitable, varying formats and language, according to audience type, e.g. Management level, members of the public.
- Accuracy and attention to detail on information presented.
- Data management awareness, including data protection and confidentiality.
- Competent user (minimum of intermediate level) of relevant software e.g. Microsoft Office (Word, Excel, Outlook).
- High level of professionalism and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
- Effective time management skills with the ability to organise your own varied workload.
- A flexible and adaptable approach to work.

Desirable

- Healthcare background and/or experience of working in the voluntary sector.
- Experience of working with volunteers.
- Possess an understanding of the challenges faced by people with dementia and their carers.
- Experience of organising training courses.
- Experience of administration and office organisation.

Application

Application by letter and a CV to include 2 referees to be sent to David Hodge, Chair of Sid Valley Memory café via email to davidhodgerotary@btinternet.com

Applications must be received by 5.00 pm on Friday 29th December. Interviews will take place during the week beginning January 8 2024.