



Job title	Dementia Project Coordinator	Department	Community Cohesion Team
Position reports	Community Cohesion Development Manager	Position is responsible for	Volunteers
Location: South Gloucestershire - Patchway Office, Kingwood Office plus some home working			
Main purpose of job: Using asset based community development values and practices, work with people living with Dementia and other stakeholders to make changes in their lives.			
<p>Position in Organisational Structure</p> <pre> graph TD CEO[CEO] --- CCM[Community Cohesion Manager] CCM --- DPC[Dementia Project Coordinator] DPC --- Volunteers[Volunteers] </pre>			
Length of contract: Fixed term until end March 2024		Salary: 17 hours per week at £24,250 per annum pro rata (£11, 140 actual)	

Main duties
<ul style="list-style-type: none"> • Support the development of South Gloucestershire as a Dementia friendly community, by inspiring, supporting, and advising local groups, and developing the South Gloucestershire Dementia Action Alliance. (SGDAA) • Identify opportunities and develop relationships with local business, voluntary, community and social enterprise (VCSE) organisations and statutory services to improve knowledge about Dementia • To coordinate and manage the SGDAA steering group meetings

Last updated: January 2023

Date of next review: January 2024

- To source opportunities for new or ongoing funding, including identification of tendering opportunities and supporting with applications for funding so alliances can continue to exist once the post is withdrawn
- Improve awareness of dementia within South Gloucestershire through community groups, schools, local residents and businesses, using awareness sessions, awareness leaflets, stalls, newsletters and other means such as webinars and online meetings
- To encourage local individuals, groups, VCSE organisations, businesses to “sign up” to the SGDAAs and take actions to support and make it easier for people with Dementia and their families and friends to get out and about
- To help maintain and develop initiatives set up as part of the Dementia work (e.g. memory café, Dementia awareness sessions)
- Work in consultation with people living with Dementia and their carers to inform and monitor the actions of the alliance and to identify and support the development of new initiatives
- Encourage organisations to produce an action plan, join the SGDAAs and sign up to the National Dementia Declaration
- Promote better understanding of Dementia across communities and Equalities groups, in order to reduce stigma and discrimination and promote independence
- Monitor and evaluate the work of the alliance
- To advise and support communities wanting to become ‘Dementia friendly’ or set up specific Dementia friendly projects, such as memory cafes
- To support businesses in recruitment of people living with Dementia as volunteers
- To comply with the data protection regulations, ensuring that information on clients remains confidential
- To work in a manner that facilitates inclusion, particularly of people living with Dementia
- To administrate and organise own work to ensure that it is accurate and meets quality, targets, reasonable deadlines and reporting requirements
- Where appropriate, to recruit, induct and support volunteers such as to run memory cafes and awareness sessions

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