

Person Specification – Dementia Project Coordinator

	Essential unless stated
Education & qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of current and developing health and social care policy agenda • An understanding of the needs of South Gloucestershire communities in relation to the part they can play in the establishment of an Alliance. • An understanding of the needs of people with living Dementia and their carers • Understanding of community development • Understanding of the support services for people living with Dementia • Understanding how to set up community groups
Job Related Skills	<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Excellent marketing and negotiating skills and experience of influencing others from a cross section of the community. • Asset based community development. • Excellent report writing skills and experience of seeking and attaining funding. • Good time management skills. • Public speaking, meeting facilitation, including virtual
Personal Skills & values	<ul style="list-style-type: none"> • Ability to manage change and problem solve. • Able to plan, prioritise and deliver to tight timescales. • Able to demonstrate a consistent method of working with others and to operate with confidence and integrity, valuing equality and diversity. • Willingness to travel within the defined geographical area. • Ability to work on own and as part of a team.
Working conditions	<ul style="list-style-type: none"> • So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. • We are committed to providing services at weekends and in the evenings and require our staff to work flexibly to accommodate this. • Work in compliance with the organisations policies and procedures and its commitment to equal opportunities. • Ensure that output and the quality of work are of the highest standard and complies with current legislation. • To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the designated line manager.



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| | <ul style="list-style-type: none">• All staff will be expected to work across the whole staff team for special events as and when required. SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults and a DBS certificate will be required. In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team . |
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Last updated: January 2023

Date of next review: January 2024