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Job Title: Dementia Meeting Centre Manager, North Somerset

**Salary:**£25,000 p.a. (pro rata) plus, contributory pension.

**Post:** 0.6 (3 days a week, 22.5 hours), 12 month initial contract

**Overall Job Purpose:**

To be responsible for the day to day running and overseeing of the North Somerset Meeting Centre, supporting people with dementia and their carers. To manage staff and volunteers within the Meeting Centre.

**Main tasks and responsibilities**

* Providing structure and leadership in daily activities for members of the Meeting Centre
* Maintaining an adequate staff team appropriate to contract requirements and client/staff ratios
* Responsibility for the recruitment, supervision, appraisal, induction, development and performance management of staff and volunteers working within the Meeting Centre
* Responsibility for managing the service-related budget
* Responsibility for making the venue dementia friendly for members
* Carrying out appropriate risk assessments for venues, settings, members and family members
* Organising the jointly agreed group programme of dementia-appropriate activities
* Drawing up individual support plans with members and evaluating these support plans
* Evaluating and reporting on the wider impact and outcomes of the Meeting Centre
* Leading the discussion group for family members
* Organising community meetings and events
* Overseeing opportunities for members to have individual and couples' consultations
* Providing guidance regarding individual problems for couples around dementia and if necessary, referring them to other support organisations
* Maintaining contact with referrers
* Liaising with the host community
* centre or other organisation as appropriate
* Supplying Alive’s marketing team with relevant social media content

Additional responsibilities

* To comply with data protection regulations, ensuring that information about members remains confidential
* To ensure policies are in place and all staff and volunteers understand and work within these policies including safeguarding, data protection, and health and safety
* To be responsible for learning and development for self and for those managed by this post
* To work collaboratively with the Meeting Centre Steering Group, sharing responsibility for the achievement of jointly agreed objectives as appropriate.

Person Specification

**Skills and Experience**

* Experience of working with people with dementia and their carers in a community or care setting
* Experience of managing staff and volunteers
* A good understanding and working knowledge of dementia
* Personal or work experience in a care environment
* NVQ level 3 in health and social care or equivalent
* Able to assess and meet the needs of people with dementia and their carers
* Organisational and administrative skills
* Excellent record-keeping skills
* Computer literacy, including using Office (365) suite

**Attributes**

* Able to travel independently across North Somerset
* Empathy and compassion
* Non-judgemental communication
* Good team motivator
* Able to act as a representative of the Meeting Centre externally
* Commitment to, and understanding of equal opportunities
* Understanding of the inclusion agenda and its relevance within a diverse society
* Ability to establish good working relationships with staff, members and volunteers
* Ability to work independently, proactively and under own initiative
* Friendly and approachable
* Ability to be flexible and make the best use of available resources

**Terms and Conditions of employment**

Salary:    £25,000 p.a. (pro rata) plus, contributory pension.  Salaries are paid monthly in arrears and reviewed annually.

Closing date: Please email applications to info@aliveactivites.org by **12pm, Wednesday 27th October.**  Initial interviews will be held on **Wednesday 3rd November**, with second interviews the following week.

Conditions of employment:    This post is for 3 days a week (0.6) – 22.5 hours a week. Days will be dictated by venue availability. Hours can be worked flexibly provided they are between Alive’s core working hours of 9 – 5.  Alive staff work a 7.5-hour day. Annual holiday allowance is 25 days (pro rata) plus Bank Holidays.  This is a 12 month contract.

Location:   Alive is based at the Create Centre, Smeaton Road, Bristol BS1 6XN. You will work remotely at the Meeting Centre venues.

Training:  You will be encouraged to attend some Alive sessions and training. You will also attend the Meeting Centre UK Support Group and attend any training run by the national body.   
   
**Please note:** This job description is for guidance.  Employees are expected to be flexible and co-operative and to undertake additional duties as required.