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Job Title: Dementia Meeting Centre Activity Worker

**Salary: £10.20 an hour**

**Post: 3 days a week, 6 hours a day, 18 hours a week. 12 month initial contract**

**Overall Job Purpose:**

To work with people with dementia and their carers to engage in meaningful activities at Meeting Centres held in South Gloucestershire.

To work as part of a staff team and alongside volunteers and members.

**Main tasks and responsibilities**

* Setting up the venues for Meeting Centres, preparing activities with members and clearing the venue at the end of the session
* Providing a friendly and safe atmosphere by encouraging and helping members to get involved in recreational and social activities
* Offering meaningful activities in response to members’ life experiences, history, interests and abilities
* Developing and carrying out one to one and group activities, using dementia-friendly techniques, materials and IT resources
* Developing and updating a support plan with individual members
* Working with members to evaluate progress towards goals agreed in their support plan, and informing the Meeting Centre Manager
* Supervising activities and responding to the needs and requests of members
* Assisting in tasks such as making drinks, meals and washing dishes
* Advising members on other support services as appropriate
* Attending daily briefings with the Meeting Centre Manager
* Participating in the monthly Meeting Centre meeting
* Contributing to the evaluation of the Meeting Centre project
* Carrying out any related administrative and financial activities.

Additional responsibilities:

* To comply with data protection regulations, ensuring that information about members remains confidential
* To be responsible for learning and development for yourself
* To support community fundraising and media events
* To work within safeguarding and confidentiality policies

Person Specification

**Skills**

* Confident in working with people with dementia and their carers
* A good understanding of safeguarding and confidentiality policies
* Organised and can carry out basic administrative tasks
* Good record-keeping skills
* Computer literate, including using Office Word (365)

**Experience**

* Extensive experience of working with people with dementia
* Experience of running activity sessions with people with dementia
* Experience of working in a team

**Attributes**

* A real people person
* A great communicator, especially with people living with dementia
* Able to create a warm and friendly atmosphere
* Empathy and compassion
* Good team player
* Ability to establish good working relationships with staff, members, other services and volunteers
* Ability to work independently and under own initiative
* Able to travel independently within the three meeting centre areas
* Ability to be flexible and make the best use of available resources

**Terms and Conditions of employment**

Salary:   £10.20 an hour plus contributory pension.  Salaries are paid monthly in arrears and reviewed annually.

Closing date: Applications on the Alive application form by **Monday 4th July at 10am,** and interviews will be held on **Thursday 14th July**. Please email applications to [info@aliveactivites.org](mailto:info@aliveactivites.org)

Conditions of employment:    This post is for 3 days a week, 6 hours each day across Tuesday, Wednesday and Thursday each week as dictated by venue availability. Annual holiday allowance is 25 days (pro rata) plus Bank Holidays.  This is a 12 month contract.

Location:   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.