



Job Title: Dementia Meeting Centre Manager

Salary: £28,500 - £30000 FTE

Post: 0.6 (3 days a week, 22.5 hours)

Overall Job Purpose:

To lead the day-to-day running of Alive's Dementia Meeting Centres in Bristol and Portishead, creating welcoming, supportive places where people living with dementia can build friendships, take part in meaningful activities and shape what happens at the centre. The manager will support members and their carers, lead staff and volunteers, and ensure the centres are safe, inclusive and responsive to each person's interests and needs.

Main tasks and responsibilities

- Providing structure and leadership in daily activities for members of the Meeting Centres
- Maintaining an adequate staff team appropriate to contract requirements and appropriate staffing levels for members' needs
- Responsibility for the recruitment, supervision, appraisal, induction, development and performance management of staff and volunteers working within the Meeting Centres
- 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 carers
- Organising the jointly agreed group programme of activities developed with members around their interests, strengths and choices
- Drawing up individual support plans with members and evaluating these support plans
- Evaluating and reporting on the wider impact and outcomes of the Meeting Centres
- Facilitating support for carers
- Providing guidance regarding individual problems for members and carers and if necessary, referring them to other support organisations
- Maintaining contact with referrers
- Liaising with the host community centres or other organisations as appropriate
- Supplying Alive's marketing team with relevant social media content

- Work with the Community Services Manager to network with relevant organisations to ensure adequate number of attendees
- To work with Alive staff to ensure sufficient marketing of the services

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

Person Specification

Skills and Experience

- Experience of working with people with dementia and their carers
- Experience of managing staff and volunteers
- NVQ level 3 in health and social care or equivalent
- Personal or work experience in a care environment
- Organisational and administrative skills
- Excellent record-keeping skills
- Computer literate, including using Office (365) suite

Attributes

- Able to assess and evaluate the needs of members and their carers
- Able to travel independently within the service area
- Empathy and compassion
- Non-judgemental communication
- Good team motivator
- Creative thinker
- Able to act as a representative of the Meeting Centres 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: £28,500 - £30,000 p.a dependent on experience. (pro rata) plus, contributory pension. Salaries are paid monthly in arrears and reviewed annually.

Closing date: Applications on the Alive application form by Thursday 4th October. Interviews will be held on 10th and 11th November. Interviews will include a panel interview and leading an activity with members of our groups. Please email applications to info@aliveactivites.org

Conditions of employment: This post is for 3 days a week (0.6) – 22.5 hours a week – Tuesday, Wednesday, Thursday. Alive staff work a 7.5-hour day. Annual holiday allowance is 25 days (pro rata) plus Bank Holidays.

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

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.