

# Community Development Coordinator

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Community Development Coordinator

## Position in the organisation

Reports to the Local Service Manager.

Part of our Dementia Support and Partnerships directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

This role requires a person with excellent people, interpersonal and networking skills to work as a Community Development Co-Ordinator. A person determined to make a difference, encouraging, and influencing key stakeholders and organisations to make evidenced based changes, that will have a positive impact for those affected by dementia.

The post holder will work with management and play a key strategic role in leading on local dementia specific health inequalities, ensuring that teams and communities have information regarding services, supporting the development and improvement of dementia services and pathways, that will guarantee accessibility and improve dementia inclusivity for underrepresented communities and those not engaging in dementia support/services and work.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Responsible for maintaining and making available an appropriate, accurate and up to date Alzheimer's Society national Dementia Directory and to ensure leaflets, internet communication etc. to meet the needs of the different groups/communities.
- Responsible and accountable for identifying health inequalities for people affected by dementia across the local area, increasing awareness in those not currently engaged in dementia work.
- Identify, engage, build, and nurture relations with key stakeholders and influencers in the local community to ensure that dementia is a local priority.
- Responsible for acting as a representative of Alzheimer's Society externally, maintaining contacts with key stakeholders and influencers.
- Recruitment and role management of volunteers to enhance and extend the reach of this service.

- Skilled in finding and interpreting evidenced based research to understand the local need / requirements i.e., demographics, socioeconomic, cultural.
- Responsible for the delivery Dementia Friends sessions and promote the work of Alzheimer's Society focusing on communities that have been traditionally underrepresented.
- Able to develop an excellent understanding of the issues that prevent communities from engaging in the service and to support development to change the service to make it as inclusive as possible.
- Contribute to the local team's engagement and liaise with a wide range of stakeholders. • Ensure the involvement of people with lived experience in all aspects of local work from informing through to Co-Production.
- Offer dementia specific advice, information and learning to partners and stakeholders. To promote Alzheimer's Society external training where appropriate.
- Be knowledgeable and up to date on local and universal services to signpost/refer people accordingly.
- Keep up to date Alzheimer's Society national Dementia Directory with external organisations.
- Communicate effectively with people affected by dementia, understanding any barriers for those from underrepresented groups.
- Lead workshops/forums/networks as required and be confident to facilitate/co-facilitate groups.
- Ensure the person with dementia, their carers where appropriate, are included in any communications about them.
- Promote social inclusion regardless of age, ethnicity, gender, sexual orientation, or disability
- Foster and maintain good working relations with members of the internal team(s).
- Raise any concerns regarding safeguarding or health and safety to the line manager, or relevant other.
- Liaise appropriately with other agencies as part of supporting local services on an on-going basis.
- Attend meetings and any other formal/informal communication events linked to the work of the teams, as directed by the line manager.
- Lead on Equalities Impact Assessment requirements specific to this role.
- Maintain accurate up to date electronic records.
- Responsible and proficient in producing internal and external reports.
- Use internal mechanisms and networks to cascade and share best practice to the wider Society.
- To play an active role in peer support networks and meetings.

## We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Knowledge of current and developing Integrated Care Systems	A/I
An understanding / willingness to develop an understanding of dementia and the impact of dementia on both those diagnosed and those caring	A/I
Experience of providing information in various formats – social media/virtual	A/I
Experience of approaching, building, developing, and working with a diverse range of organisations	A/I
Experience of influencing others from a cross section of the community	A/I
Knowledge of equity, diversity, and health inequalities	A/I
Experience in working with communities with unrepresented groups	A/I
Proficient in producing reports and data relating to this role	A/I
Proficient in Microsoft Suite and database skills	A/I
Ability to travel across a geographical area in a timely manner and in accordance with service need.	A/I
Able to work flexibly according to the needs of the service, working the occasional evenings and weekend as and when required.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

Competencies & personal attributes	Application (A) or interview (I)
Excellent communication skills, both verbal and written	A/I
Work collaboratively and be able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	A/I
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	A/I
Excellent organisational and timekeeping skills.	A/I

Excellent attention to detail.	A/I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: [careers@alzheimers.org.uk](mailto:careers@alzheimers.org.uk)

*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*

# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave