

Determined to make a difference: for people affected by dementia

Can you lead the change?

Community Engagement and
Volunteering Specialist



Position in the Organisation

Reports to the Head of Volunteering, works closely with Local Communities and Volunteering Leads in Dementia Support and Partnerships and other key stakeholders responsible for Community Engagement Products.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

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 living with dementia and their carers.

Volunteers and volunteering are core to delivering the Alzheimer's Society's strategy and Volunteers currently make up most of our workforce. The Community Engagement and Volunteering Specialist provides central support and volunteering and community development expertise to the Society, to help grow the impact and reach of our work in the community, especially amongst currently underserved groups.

They are responsible for the development of our strategic approach to working with communities across England, Wales, and Northern Ireland, supporting key stakeholders with implementation of the approach within their region.

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

- Provides central co-ordination, volunteering updates, expertise and support to Local Communities and Volunteering Leads.
- Establish and develop a Community of Practice to support the growth of community development and engagement across the Society. Co-develop principles and ways of working with the group, including objectives and terms of reference.
- Convene and Facilitate a Community of Practice for Local Communities and Volunteering Leads ensuring strategic alignment and working across geographical boundaries.
- Creates and maintains an internal engagement plan that supports the Society to increase impact and reach through our work with communities, including best practice guidance and tools.
- Works closely with Dementia Support and Partnerships and Volunteering Communications & Engagement Officer to ensure alignment with overall Volunteering communication and engagement plans.
- Acts as a key point of contact for Dementia Friends within the Volunteering team as required.
- Central point of contact with Partnerships & Business Development team in Dementia Support and Partnerships, providing consistent community development and volunteering expertise and input to new bids and funding propositions.
- Creates and maintains volunteering and community best practice guidance to enable partnership working and community development.

- Horizon scanning and external focus. Working closely with Local Communities and Volunteering Leads to understand local insights, priorities, and areas for development.
- Develop and implement involvement and coproduction activity in the ongoing development of our work with communities, providing practical guidance to enable growth in reach and impact.
- Ensure our approach to working with communities has an evaluation framework in place to measure impact and inform insight driven decisions regarding development of the approach.
- Provide guidance, coaching, informal support and information to Volunteering Partners in Partnerships and Implementation Team.

We are looking for someone who can...

- Develop and lead the community development agenda for the Society.
- Programme and project manage in a collaborative way, at scale.
- Bring a combination of volunteering, community development and community engagement expertise.
- Be as comfortable talking to someone with dementia as our volunteers or leadership teams.
- Positively represent the Society externally.
- Form effective relationships and influence a wide range of stakeholders.
- Provide leadership, direction, and safe, supportive space through matrix management.
- Support our work to reach underserved communities through innovative models of community development and volunteering.
- Contribute to discussions about what works well and where we could do things differently, to support a learning culture.
- Work collaboratively to identify opportunities to partner with local communities to develop our work and increase our impact.
- Adhere to all the Society's service standards, policies, and procedures.
- Comply with the data protection regulations, ensuring that the information on clients remains confidential.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience of managing programmes and project delivery across multiple sites and functions and supporting people through change.	E	A/I
Strong relationship management skills with ability to influence	E	A/I
Deep expertise and understanding of good practice in Volunteering and Volunteer Management	E	A/I
Experience of developing and implementing good practice in Community Development and Engagement	E	A/I
Able to use data and insight to inform planning and decision making	E	A/I
Knowledge and understanding of the role that communities and volunteers can play in health and social care	E	A/I
Experience of working with people with lived experience and demonstrable commitment to inclusive working, ensuring equity and valuing diversity	E	A/I
Ability to focus on impact and deliver outstanding results in a matrix team environment	E	A/I
Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Excellent communication skills, both verbal and written	E	A/I
Work collaboratively and be able to prioritise workload effectively and remain solution focussed	E	A/I
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	D	I
An ability to build effective networks that foster collaboration both internally and externally	E	A/I
The ability to establish credibility, persuade, negotiate and influence	E	A/I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	A/I
Be a self-starter and incredibly motivated, with a growth mindset	E	I
An ability to work in an agile way, responding to competing priorities and strategic direction.	D	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post may 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

Our Benefits



Financial Security

- Group Personal Pensions 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
- Bike Loan Scheme
- Season Ticket Loan Scheme



Health & Wellbeing

- BUPA Healthcare Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted Gym Membership with Society Plus
- Lived Experience Networks
- Wellbeing Events
- Bike Loan Scheme



Family & Dependants

- Time off work for fertility treatment
- Time off work to support those transitioning
- Enhanced maternity and adoption leave
- Enhanced paternity leave
- Compassionate time off work and bereavement leave
- Time off work for dependants



Work Life Balance

- Minimum 25 days annual leave plus bank holidays
- Career breaks
- Flexible working



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Early career researchers
- Financial support towards relevant professional qualifications and memberships
- Career progression pathways



Recognition

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

