

# Determined to make a difference: for people affected by dementia

## Can you lead the change?

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### Project Support Officer?



## Position in the Organisation

Reports to Head of Project Management Office

## 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.

The purpose of this role would be to provide project and product support to Project Management Office within the COO Directorate. By providing support to the Project Management Office you will get exposure to the managing and tracking of a strategic portfolio

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

- Maintaining and updating project toolkits
- Supporting with the ongoing development of the project management software tool to provide a single point of truth to the strategic portfolio
- Facilitating tool walk-throughs and overseeing all user training for the project management tool
- Supporting project managers with the delivery of strategic programmes
- Scheduling team meetings, minute taking and circulating agenda and actions

## Other tasks

- To undertake any other duties or projects commensurate with the nature and grade of this post as required
- Provide guidance and advice to colleagues including promoting volunteer tools and processes.

## 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.
- To champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- To support and enable volunteering activities.

- To 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.
- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.

## Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
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Excellent documentation skills	E	I
Working in a matrix management structure, being able to manage and coordinate work undertaken within functional areas	E	A
Experience of using a Project Management Tool	E	A
<b>Competencies &amp; Personal Attributes</b>	<b>Essential (E) or Desirable (D)</b>	<b>Application (A) or Interview (I)</b>
Excellent communication skills, both verbal and written	E	I
Work collaboratively and be able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	E	A
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	E	A
Excellent organisational and timekeeping skills.	E	A
Excellent attention to detail.	E	I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	I
Be a self-starter and incredibly motivated.	E	A

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 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)**

## Our Benefits



**Financial Security**



**Health & Wellbeing**

- 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

- 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 27 days annual leave (pro rata'd according to start date) plus bank holidays (rising to 30 days in your second year of service with the Society)
- 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

