

Time for Dementia Officer Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

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 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.

Time for Dementia Officer

Position in the Organisation

Reports to the Time for Dementia Project Manager.
Member of our Involvement team.
Part of our involvement directorate.

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 specialists and so much more. We are volunteers and employees, and together we are here to make a difference in the lives of people with dementia and their carers.

The main purpose of the Time for Dementia Officer is to recruit and support people affected by dementia into Time for Dementia, an educational programme for undergraduate healthcare students. **This role will cover the region of Bournemouth and Dorset and will require independent travel across the area with your own transport.**

The role requires liaison with both Alzheimer's Society services and external organisations across the region as well as frequent visits to different services across the area. This may include local dementia and support groups, NHS services, and voluntary or commissioned dementia services across the community to promote Time for Dementia and to recruit people with a diagnosis of dementia and their carers to the programme. You will provide ongoing support to people recruited into the programme. You will work closely with Time for Dementia team and staff at the participating universities to ensure the smooth delivery of the programme and support with some student facing sessions.

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

- No line management responsibilities.
- Working closely with the Time for Dementia project manager
- Responsible for accurate record keeping.
- Responsible for liaising with participating universities, and relevant statutory and voluntary organisations across the region to publicise the Time for Dementia programme.
- Establish innovative ways of engaging with people living with dementia in local communities across the region.
- To network with dementia services, statutory and voluntary groups throughout the region to promote Time for Dementia.
- Arrange one-on-one home visits with people with dementia and their carers to discuss Time for Dementia and to recruit and consent them to the project.
- To offer ongoing support to people affected by dementia taking part in Time for Dementia.
- Provide regular updates and reporting to the Time for Dementia Project Manager.
- To develop and support local engagement groups for people affected by dementia taking part in the programme.
- Attend, support and lead some student-facing sessions at participating universities (introduction session, preparatory session, end of cohort symposium).
- Deliver presentations and talks to university staff, students, local groups and services
- Attend conferences and events as a representative of Time for Dementia and Alzheimer's Society

- To support the virtual delivery of Time for Dementia by facilitating virtual visits with participants
- To be competent in facilitating groups via Zoom and MS Teams
- To reach out to minority communities and unheard voices to promote Time for Dementia
- To ensure accurate and timely record keeping on the Time for Dementia database and systems
- To be an ambassador for Alzheimer's Society and Time for Dementia

Other tasks

- To undertake any other duties or projects commensurate with the nature and grade of this post as required.
- To travel independently throughout the region of Northern Ireland

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	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience of working in partnerships with statutory agencies and the third sector.	D	A/I
Knowledge and in-depth understanding of dementia including current best practice in the field as well as policy, standards and regulations related to dementia.	D	A/I
Demonstrable understanding of person-centred working and a commitment to strive for a global person centred approach to service planning and provision.	D	A/I
Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Acts*	D	A/I
Competent IT skills including Word and Excel.	D	A/I
Experience of collaborative working.	D	A/I
An understanding of the need for client confidentiality.	D	A/I
Highly skilled in communicating (written and verbally) and engaging effectively with staff, volunteers and service users.	D	A/I
Able to handle multiple priorities and demands.	D	A/I
Personal and professional integrity	D	A/I
Able to travel independently within the service area.	D	A/I
Empathy and non-judgemental communication.	D	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	D	A/I
Commitment to and understanding of equal opportunities.	D	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 your workload effectively and remain solution focussed throughout your areas of work.	E	A/I
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	E	A/I
Excellent organisational and timekeeping skills.	E	A/I
Excellent attention to detail.	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.	E	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 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

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