

## Job Description

<b>Post Title:</b>	Dementia Project Manager
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Working Hours:</b>	30 hours per week
<b>Salary:</b>	£25.66 - £29.16 per hour depending on experience (£46,702 - £53,071 FTE)
<b>Contract:</b>	Permanent
<b>Location:</b>	Dementia Jersey office, St Helier

### **Overview**

Dementia Jersey offers advice and support across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed and supported.

### **Purpose of post**

To raise awareness of dementia and develop support and understanding for all those affected by leading key projects as part of Dementia Jersey's education programme.

Relevant strands of programme include:

**The Dementia Friendly Business scheme** - a certification scheme offered to businesses and organisations who offer services to people with dementia.

**Boost Your Brain campaign** – a brain health campaign to educate the public on how they can reduce their risk of developing dementia.

**Online talks on best practice approaches in the field of dementia** CPD certified talks by European leaders in dementia, coordinated by Dementia Jersey.

### **Line Management Responsibility**

There is no line management responsibility within this role.

## **Main Duties and Responsibilities**

- Lead and evolve Dementia Jersey's Dementia Friendly Business scheme. In particular conduct audits of businesses to gauge how dementia friendly they are; producing reports detailing what they need to do to improve and coordinate training.
- Lead our Boost Your Brain campaign by working together with partners and creating content and promotional plans. In collaboration with our Community Education Coordinator develop an information session to raise awareness of how to reduce your risk of developing dementia, including a version for children.
- Evolve the 'life story' project and Forget-me-not online network for carers and any other projects delegated by the CEO.
- Coordinate an annual series of online talks by UK and European leaders working in the field of dementia, aligned to an agreed theme each year.
- Assist the Lead Dementia Advisor with the development and delivery of a new chargeable programme of training for professional carers of people with dementia.
- Work with the Community Education Coordinator to expand our offer of dementia awareness sessions in schools and provide cover as necessary.
- Attend the Meeting Place Project (MPP) team meetings run by the MPP Coordinator and provide cover for the facilitators.
- Collect qualitative and quantitative data as required, gaining feedback from key partners and audiences to help us understand and share our impact and improve our offer.
- Make sure that the welfare of all clients is safeguarded at all times and bring to the attention of the Designated Safeguarding Lead (Clinical Lead and Counsellor) any concerns or issues as soon as possible.
- Work within the requirements of the Dementia Jersey Employee Handbook.

## **Person specification**

### *Essential Skills & Experience*

- An excellent understanding of the needs of people with dementia
- Previous experience of developing and delivering training
- Demonstrable project management skills
- Excellent written skills with the ability to write for different audiences
- Previous experience of writing information content for different platforms/formats (for example social media, web content, handouts, power point presentations, reports)
- Empathetic and approachable
- Strong communication and listening skills with fluency in English
- Excellent organisational skills and time management skills
- Knowledge of data protection principles
- Awareness of safeguarding best practice
- Ability to take responsibility for their own workload and to work on own initiative
- Proficient in the use of Office 365, particularly Teams
- Able to work flexibly to meet the needs of the charity
- A car owner with a clean driving license.

### *Desirable Skills & Experience*

- Experience of working with clients with dementia and their carers or relevant qualifications
- Knowledge of the provision of care in Jersey
- First Aid trained (or the willingness to undertake this training).

**Additional Information**

Five years residency is required for this role.

The post-holder will need to be able to work on a flexible basis (potentially including evenings and weekends) to meet requests for talks, training sessions and workshops, the remaining hours can be worked from the office or by working from home.

Due to the nature of this role, there may be times where equipment needs to be transported, lifted and/or carried, therefore a certain level of fitness is needed.

A satisfactory DBS check will be required as part of the recruitment process.