

## Job Description

<b>Post Title:</b>	Activities Support
<b>Reports to:</b>	Activities & Volunteer Co-ordinator
<b>Working Hours:</b>	Zero hours contract
<b>Salary:</b>	£18.56 + 6% holiday pay
<b>Location:</b>	Location dependent on which Activities supporting

### **Overview**

Dementia Jersey offers advice, support and education 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**

The Activities Support will provide ad hoc support at activities representing the Dementia Jersey, Activities Team.

### **Line Management Responsibility**

There is no line management responsibility with the role, however the staff member will need to effectively guide and work alongside the volunteers who assist at the activities.

### **Main Duties and Responsibilities**

This is a varied role with responsibilities including but not limited to:

- Attend activities and community events as required and be confident to engage with and receive feedback and queries from attendees.
- Be the responsible member of Dementia Jersey staff at activities and be solution focused to deal with issues immediately.
- Prepare relevant incident reporting as required (eg: accident reports and similar)
- Submit activity attendance and volunteer engagement along with updates for the Activities Team in a timely manner.
- Complete and submit monthly electronic timesheets, including copies of all receipts.
- Ensure the welfare of all clients is safeguarded at all times.
- Work within the requirements of the Dementia Jersey Employee Handbook.

## Person specification

### *Essential Skills & Experience*

- Confident in delivering activities and presenting face to face.
- Empathetic approachable and engaging.
- Excellent communication, listening skills with fluency in English.
- Ability to take responsibility for own workload and to work on own initiative.
- Physically fit and able to undertake safe manual handling practices.
- Able to work flexibly to meet the needs of the organisation and our clients.
- A car owner with a clean driving licence is essential.

### *Desirable Skills & Experience*

- An understanding of dementia.
- Previous experience of assisting in the co-ordination and delivery of community activities and events.
- IT skills, preferably TEAMS and excel experience.
- Basic knowledge of data protection & health and safety principals.
- Awareness of safeguarding best practice.
- First Aid trained (or the ability to undertake this training).

## Additional Information

Five years residency is required for this role.

The post-holder needs to be able to work on a flexible basis to ensure the activities run smoothly and therefore is required to visit activities throughout the week.

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.

The post-holder will be responsible for submitting an account detailing the hours worked to the AVC for approval, prior to passing to the Treasurer for settlement.

Petrol expenses will be reimbursed at the charity's mileage payment (currently £0.60 per mile).

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

SK: May 2026