



**ST VINCENT DE PAUL SOCIETY
(England & Wales)**

JOB DESCRIPTION

Job title: Older Persons Support Centre and Dementia Café Coordinator

Reports to: Thomas Gillespie

Salary: £24,000 pro rata

Contract Type: 12 Month Fixed Term

Location: Tower House, Brighton

Hours: Part Time 3 days per week

Holidays: 25 days excluding statutory holidays

Objective: To co-ordinate and manage Tower House Community Support Centre and Dementia Café start-up. This post will deliver regular sustainable community led activities for older people, including the organisation of lunches and new initiatives to people coming to use the center. Activities delivered will aim to combat isolation and loneliness and promote wellbeing and healthy living, addressing people's dementia, social and practical needs as appropriate.

Main Responsibilities:

- To set up and run a Dementia Café and coordinate functions delivered to older people and wider members of the community at Tower House Support Centre.
- To organise a wide range of activities and opportunities which recognize and promote the broader preventative health needs of older people and all communities in Brighton, including those living with Dementia.
- To oversee the delivery of services. This will include ensuring SVP working procedures are established, organizing catering arrangements and all holistic activities delivered by volunteers and paid contractors taking place at St Vincents Tower House

- To develop and maintain activity groups in partnership so they remain enjoyable, stimulating, and sustainable and meet the needs of older people.
- To oversee the operational relationships with lay people and clergy in parishes and work with SVP members.
- To be involved in the recruitment, support/supervision and training of volunteers.
- To provide advice and information on the range of issues of concern to older people as necessary.
- To produce and maintain the documentation necessary for the effective and efficient running of the Tower House project and ensure that full and up to date records are kept for each project.
- To ensure that safe systems are in place and any potential safeguarding concerns are immediately reported to your line manager.
- To ensure all necessary monitoring and evaluation procedures and ensure that all relevant statistics are available, in compliance with the project specification.
- To work with the Embrace Development Worker, SVP Regional Manager and local SVP members to ensure service delivery meets required quality standards in Brighton and Hove.
- Share information and promote Tower House locally and nationally as required and engage in third sector meetings and other market events.
- To undertake any other duties that could be reasonably expected – bearing in mind the developing nature of the project.

The above list is not exhaustive and duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities and place of work at the request of your line manager without changing the general character of the post.

Additional Duties:

It is the nature of the work of SVP that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Confidentiality:

It is expected that all SVP employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager.

Values and practice principles:

The person who holds this position is expected to be familiar with and have regard to the Values of the SVP and work within that framework. He or she must be prepared to operate within the ethos of the Society and ensure that people of all denominations and faiths have their spiritual needs respected.

Qualifications and experience:

The person appointed to this position will satisfy the criteria identified in the Person Specification.

PERSON SPECIFICATION

It is **essential** that the post holder has the following:

Education/ Skills/ Experience:

- Educated to degree level
- Excellent verbal, listening and written communication skills
- Ability to coordinate and manage support centre setting and all activities that take place within this setting
- Ability to manage own workload and proven time management skills
- Ability to comply with confidentiality and data protection policies
- Good level of IT skills and ability to complete written reports
- Interpersonal skills – communications with individuals and groups
- Group work skills – organising and evaluating activities
- A clear understanding of the issues effecting older people, including those living with Dementia
- Firsthand experience of organising and delivering support center activities

Knowledge and Personal Attributes:

- Has an understanding of safeguarding policies and procedures
- Patience and ability to empathise with older people
- Project management skills
- A knowledge of community based support for older people
- Experienced knowledge of delivering multi-functional activities in support center settings
- An understanding of the need to demonstrate a commitment to equality and diversity
- Ability to work on one's own initiative
- Ability to work flexibly
- Commitment to promoting the needs of older people, including those living with Dementia
- Understanding of confidentiality
- Has empathy with the Christian aims and purposes of the Society and is able to value people of all faiths or none.

It is **desirable** that the post holder has the following:

Knowledge or experience:

- An experience of third sector support operations that includes delivering dementia services

Job sharing and flexible hours will be considered.