

ROLE DESCRIPTION

Post:	Community Engagement Coordinator
Remuneration:	£31,008 per annum (Pro-rata 0.4 FTE actual £12,403 p.a.)
Contract:	Permanent
Hours:	15 hours per week, flexible days/hours, hybrid office/home working
Location:	Dementia Adventure, Unit 11, Old Park Farm, Ford End, Essex, CM3 1LN. Some travel and remote delivery of services
Responsible to:	Head of Income and Engagement

[Dementia Adventure](#) is a multi-award-winning national charity, established in 2009. We think differently about dementia. We look at what people can do, not what they can't. We believe that with the right support, everyone with dementia can get outdoors, experience the well-being benefits of nature and enjoy more active and fulfilled lives. We provide supported dementia holidays (Adventures), and dementia training for family and friends, professionals and organisations.

Our vision: A more active and fulfilled life for everyone living with dementia.

Our mission: Supporting people with dementia to get outdoors and experience the benefits of nature.

Values: Positivity, Care, Connection, Empowerment, Inclusivity.

The role

This is a great opportunity for a passionate Community Connector to join our positive and inspiring team, based in a beautiful semi-rural location, and become part of a growing national charity that supports people living with dementia to lead more active and fulfilling lives by getting outdoors and engaging with nature.

Purpose

You will raise the profile of Dementia Adventure, our ethos and our services, reaching a wider audience and people at an earlier stage of their dementia by building a network of community connections, referrers and figureheads through organisations, individuals and volunteers.

Main Duties and Responsibilities

- Coordinate activities in the community to raise awareness of Dementia Adventure, its ethos and services and reach a wider audience
- Manage and cultivate relationships with existing and new organisations and individuals to raise awareness of our services, e.g. care organisations, social prescribers, newsletters, articles, internet listings
- Manage local partnerships with businesses or community organisations where capacity allows
- Make connections with organisations for informal referral and signposting
- Embed strong, positive and professional communications with potential referrers/signposters
- Identify, plan and support the delivery of major awareness-raising events e.g. the Alzheimer's & Dementia Show
- Support the volunteer team to develop the role and focus of Volunteer Community Champions, relevant resources and information processes for information gathering
- Act as the point of support and coordination for active Community Champions

- Provide oversight of messaging and communication to support relationship-building with social prescribers
- Oversight of directory listings, identifying targets to encourage signposting and referrals
- Support the updating and development of the Beacon CRM to increase the effectiveness of our communications and relationship management
- Support the wider income and engagement team where required
- Maximise the effectiveness and value of all existing resources to ensure investment is used wisely and transparently.
- Any other duties commensurate with the post agreed with the line manager

PERSON SPECIFICATION

The post holder should be able to demonstrate **experience** and **skills** in each of the following areas:

Essential

- Experience working with partner organisations
- Experience in supporting community-based activities
- Communications sector experience
- Able to understand and be understood by different groups and individuals in various situations
- Able to prepare and present both written and verbal reports to a high standard
- Excellent telephone, written and verbal communication skills
- Reliable, flexible, caring and empathetic communicator
- Experienced in leading small teams of volunteers
- Able to problem-solve
- Excellent organisational skills, ability to plan and take responsibility for own workload and establish and maintain effective systems for work and time management
- Skilled and experienced in organisational and logistical planning with good attention to detail, preferably with a background in training or travel planning
- Able to work effectively and efficiently within the Dementia Adventure team
- Ability to maintain and develop a team working approach within Dementia Adventure
- Good IT skills including Google and Microsoft services and Customer Relationship Management (CRM) software
- Familiar with a range of marketing and promotional methods including social media
- Effectively collect and collate monitoring data for social impact reporting

Desirable

- Experience in support partnerships with local companies and other organisations
- Passion and commitment to the aims and ethos of Dementia Adventure
- Awareness of and sensitivity to the needs and issues faced by people living with dementia and their carers, with the ability to advocate for their needs
- Loyal, hardworking, flexible, reliable, punctual, determined, positive and cool under pressure
- Ability to work independently and remotely

Other

- Willing and able to travel on occasion
- Willing to learn and take on new skills as may become necessary
- Demonstrable commitment to the ethos of equality, diversity and inclusion

Equality, Diversity and Inclusion: Dementia Adventure is committed to equality, diversity and inclusion, and is keen to ensure that anyone who comes into contact with the organisation and its services is treated with warmth, dignity and respect irrespective of who they are and what protected characteristics they may have. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Benefits Package: Statutory annual leave entitlement (25 days plus 8 bank holidays FTE pro rata), rising by one extra day per 12 months of employment up to a maximum of 30 days, pro rata. Flexible working arrangements, contributory work-based pension scheme. We also offer a wider range of other staff-related benefits.