

Peer Support & Engagement Coordinator (Dementia)

Responsible to: Chief Executive

Responsible for: Good Neighbours volunteers

Hours: Three days a week

Salary: £28,000 pro rata

Location: St Luke's Community Centre

The aims of the Good Neighbours service are to:

- Reduce the isolation of vulnerable local residents, particularly elderly and disabled people
- Improve the quality of life for residents and volunteers and reduce their isolation – wherever possible facilitating their ability to attend and participate in group activities in person and/or remotely where appropriate
- Build life and employment related skills for volunteers
- Give local residents, volunteers and beneficiaries alike an improved sense of belonging and ability to “make a difference” to another person and in their community.

Job Description

This is an exciting new role to develop a peer support group for people living with dementia and their family carers and run a programme of activities so that they can engage in stimulating activities in the community, thereby improving mental and physical health and wellbeing and reducing social isolation.

The Coordinator will work closely with colleagues in the Dementia Support Team, but the project is independent of it.

The Coordinator will facilitate and support the establishment of a peer support group, in line with the charity's peer support policy.

They will develop the existing relationships the charity has with partner organisations and venues in Newham in order to implement a programme of activity in line with user interests, gaining feedback from each event, and reporting back regularly to the project's user group.

They will also recruit, train and support local volunteers to help with escort/group duties.

Operationally they will be responsible for risk assessment and health and safety of

all programme activities, reporting to the CEO.

The post holder will be responsible for ensuring that volunteers supporting the activity programme are recruited, supervised and can access training, including the provision of specialist dementia training, and that they are supported and incentivised to undertake their roles in sensitive and positive ways.

This post requires an Enhanced DBS check.

The Coordinator will be responsible for ensuring project is run in accordance with the charity's vulnerable adults policies that any safeguarding issues are identified, and acted upon.

They will work closely with the Dementia Support team on joint training and marketing.

They will undertake general administration in relation to the operation of the service. This will include: ensuring records are up-to-date on the database of service users and volunteers, and produce reports, statistics and case studies as required.

They will comply with the data protection regulations, ensuring that information on clients remains confidential.

The Coordinator will be required to undertake relevant training as required and to share project learning with colleagues.

The Coordinator will be required to do anything else necessary to perform the role.

Person Specification

Essential Criteria

- Practical experience of running activity programmes
- Experience of co-production or peer support project delivery
- Experience of working with older people in a community, care, social work or health setting
- Exceptional listening skills, and excellent verbal and written communication skills
- Good IT skills, including communicating by social media (WhatsApp)
- An ability to work autonomously but also work collaboratively with colleagues
- Ability to communicate enthusiasm
- Ability to problem solve
- Have a level of fitness appropriate to active engagement in activities (for example, walking groups)
- Have good time management skills with an ability to manage workloads, set priorities and meet deadlines

Desirable Criteria

- Experience of working with carers

- Personal or lived experience of working with people with dementia
- Experience of managing volunteers
- Experience of engaging and inspiring diverse groups and building successful networks
- Experience of risk assessment
- Knowledge of the borough of Newham and its communities
- Experience of working with diverse communities
- Interest in creative arts