

Recruitment Pack

Lewisham Dementia Activities Coordinator



This pack contains the following sections:

AUKLS Background Information	Page 3
How to Apply	Page 4
Job Description	Page 5
Person Specification	Page 7

‘Improving life for older people in Lewisham and Southwark’

Equal Opportunities & Valuing Diversity

Age UK Lewisham & Southwark is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated. If you would like to see a our full Equal Opportunities & Valuing Diversity Policy please contact recruitment@ageuklands.org.uk

Privacy Policy

As prospective employees of Age UK Lewisham & Southwark, we think it’s important you know the types of data we process about you. Please click on the following link to view our Privacy Policy: <https://www.ageuk.org.uk/lewishamandsouthwark/privacy-policy/>

About Age UK Lewisham & Southwark

Age UK Lewisham and Southwark (AUKLS) is a charity registered with the Charity Commission (296862) and a company limited by guarantee registered in England and Wales (02118525). Age UK Lewisham and Southwark has been working in the boroughs of Lewisham and Southwark for over 40 years and is a leading voluntary sector provider of services to older people in both London Boroughs.

Our Purpose and Vision:

To improve the lives of older people in the London Boroughs of Lewisham and Southwark, working towards a future in which older people are valued, safe and empowered to make choices about their lives

Our Mission:

Age UK Lewisham and Southwark aims to empower and enable older people to lead fulfilled lives by:

- Providing services and support that address poverty and isolation
- Protecting the human rights of local older people
- Promoting health and wellbeing
- Connecting older people with their communities
- Working positively with partners across all sectors

Our Values:

Our work is shaped by our values:

- We recognise older people as individuals with diverse talents and needs
- We are fair and equal as service provider, employer and partner
- We are opposed to ageism and discrimination in all forms
- We are collaborative in our approach to work
- We are a dynamic, credible, trusted and sustainable organisation

Our Strategic Aims:

Our overall aims and values are reflected in our current strategic aims:

- To deliver services that people want and need
- To proactively identify and respond to local needs
- To maintain and increase the resilience of AUKLS

How to apply

To apply please complete and submit our application form.

Applications in alternative written formats or audio recordings from applicants, who for reasons of disability, may find it difficult to fill in our standard application form, will be accepted. If such an application is made the following information must also be provided:

- Personal details – Forename, surname and title; Contact details – full address, including post code, phone number, email address
- Education and qualifications
- Employment history, including the names and contact details of two referees
- Declaration that they have the right to work in the UK and if applicable any restrictions on their right to work in the UK.
- Declaration that the information provided is correct

Please ensure that your supporting statement demonstrates how your experience, skills and abilities meet the selection criteria set out in the Person Specification. Please also ensure you complete the equal opportunities monitoring form.

Applications should be returned to us by **9am on 24 September 2024**. Applications received after that time will not normally be considered for shortlisting. Completed electronic applications must be sent to:

recruitment@ageuklands.org.uk

ensuring you clearly identify the post you are applying for. Applications sent by post should be marked confidential and for the attention of:

**Human Resources - Recruitment
Age UK Lewisham & Southwark
Stones End Centre
11 Scovell Road
London
SE1 1QQ**

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not shortlisted for interview.

Interview Process

Interviews will take place during the **week commencing 30 September 2024**.

If you are successful we will contact you as soon as possible after the closing date to let you know what the interview process will entail.

Job Description

POST:	Lewisham Dementia Activities Coordinator
RESPONSIBLE TO:	Independent Living Services Manager
SALARY:	£28,090 pro rata
HOURS:	21 hours per week

BACKGROUND: Age UK Lewisham and Southwark (AUKLS) is a local, independent, self-funded charity that exists to improve the lives of older people in Lewisham and Southwark. AUKLS enjoys an open and participative working environment. We work to our core values which include being fair and equal as a service provider, employer and partner. Teamwork, collective responsibility and delegated authority are central to this process. A key element of all roles is to develop and maintain the organisation's working ethos and culture.

AUKLS strives to provide a supportive working environment for all staff and volunteers ensuring that they can develop personally and professionally and acquire new skills. The contribution made by staff and volunteers in achieving the organisation's goals is recognised by all.

PURPOSE OF JOB:

To organise and ensure the successful delivery of a range of appropriate arts & crafts, physical exercise and singing groups for people with dementia in Lewisham.

KEY TASKS

- Planning, implementing and overseeing the delivery of 9 weekly group sessions in Lewisham for people with dementia
- Recruitment and support of freelance workers to deliver the sessions
- Recruitment, training and supporting volunteers to work with the groups
- Liaising and working with third party organisations including venues and the Alzheimer's Society (which is delivering the overall contract through which this work is funded)

1. Planning, implementing and overseeing the delivery of 9 weekly group sessions in Lewisham for people with dementia

- Ensuring that the programme targets are achieved via the delivery of 3 Singing for the Brain per week, 3 Seated Exercise Groups per week and 3 Arts and Crafts Groups per week
- Ensuring that the programme targets are achieved
- Carrying out administrative tasks required to support the programme
- Ensuring that all health and safety guidelines are followed
- Ensuring the positive Safeguarding measures are in place to ensure the wellbeing of all participants

2. Recruitment and support of freelance workers to deliver the session

- Ensuring that appropriately skilled freelance session workers are engaged to deliver 9 sessions per week
- Working with colleagues to ensure that workers are appropriately DBS-checked and trained in Safeguarding, working with people with dementia and any other relevant training requirements

3. Recruitment, training and supporting volunteers to work with the groups

- Working with colleagues to ensure appropriate volunteers are recruited and supported to attend the sessions to support the service users to make the best use of the activities provided
- Working with colleagues to ensure that volunteers are appropriately DBS-checked and trained in Safeguarding, working with people with dementia and any other relevant training requirements

4. Liaising and working with third party organisations including venues and the Alzheimer's Society (which is delivering the overall contract through which this work is funded)

- Working with the Alzheimer's Society who will promote the service and manage the participants' attendance etc
- Liaising with venues across the borough to ensure a good range of geographical options for potential attendees are available
- Ensuring that the venues for the sessions are safe and appropriate for the group sessions being delivered
- Ensuring that the work is appropriately managed and reported to the line manager and the Alzheimer's Society

ORGANISATIONAL RESPONSIBILITIES

- Provide a supportive working environment to all staff and volunteers
- Contribute to the overall achievement of AUKLS mission and objectives
- Ensure the values of AUKLS are upheld across the organisation
- Actively support AUKLS in carrying out its aim to be an environmentally responsible organisation in carrying out day to day duties
- Meet legislative and regulatory requirements
- To participate in networking activity at local and national level, by agreement with the CEO
- Attend staff and team meetings as requested
- Undertake any other relevant duties as determined by the CEO or your Line Managers

The Job Description is accurate at the time of writing (June 2024) but may be subject change, by agreement with the post holder. This job description does not provide an exhaustive list of tasks and activities as all posts within the organisation are subject to evolution as the organisation develops and grows.

Promotion of a Supportive Working Environment

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable for them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

Person Specification

The successful applicant must be able to demonstrate empathy for our service users and be committed to the promotion of a supportive working environment. All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and flexibility is a key attribute required of all Age UK Lewisham and Southwark employees.

Competency	Specification
Essential Personal Qualities	<ol style="list-style-type: none"> 1. Friendly, polite and patient 2. Flexible and open to change 3. Committed to the core aims and values of the organisation, including: <ul style="list-style-type: none"> • Working as part of a highly diverse staff and volunteer work force • Putting service users at the heart of our work • Being positive and proactive in difficult situations 4. Drive, energy and enthusiasm 5. A positive approach to working with diverse communities
Essential Knowledge and Experience	<ol style="list-style-type: none"> 6. Knowledge of working with vulnerable people and/or their carers. (This can include experience gained in non-work situation) 7. Experience of delivering projects within agreed targets 8. Understanding Safeguarding for older people 9. Understanding the importance of confidentiality
Desirable Knowledge and Experience	<ol style="list-style-type: none"> 10. Understanding of the needs and issues affecting people with dementia 11. Experience of implementing monitoring and evaluation techniques 12. Understanding the needs and working practices of voluntary sector organisations
Essential Skills and Abilities	<ol style="list-style-type: none"> 13. Excellent organisational and administrative skills 14. Ability to use initiative appropriately and prioritise workload 15. Ability to use IT systems, including Microsoft tools for communicating, recording activity and reporting 16. Excellent interpersonal skills, including: <ol style="list-style-type: none"> a. Ability to listen and communicate well, including with people from all backgrounds b. Ability to work collaboratively as part of a team 17. Ability to work flexibly 18. Ability to travel within Southwark and Lewisham 19. Ability to work occasional evenings and weekends, by agreement with the line manager

The postholder must agree to undertake a DBS check if it is deemed necessary for the role.