

## Job Description

<b>Job Title:</b>	<b>Group Co-ordinator - Sheffield</b>
<b>Responsible to:</b>	National Development Manager
<b>Contract:</b>	Freelance/part-time/flexible/initially 12 month duration
<b>Hours:</b>	8 hours a month to be worked flexibly, including 3 hours for attending the monthly group. This may be on a weekend/evening.
<b>Location:</b>	Home-based, within reasonable travel time from Sheffield
<b>Rate of pay:</b>	£12/hour
<b>Expenses:</b>	Mileage at 45 pence per mile

### Context

YoungDementia UK is an award-winning Oxfordshire-based charity supporting people living with young onset dementia (under 65 years) and their partners and families. We have provided high quality face to face individual, group and family support in Oxfordshire and borders since 1998.

In response to the inadequate support for people with young onset dementia in most areas of the UK, we are developing a programme of national initiatives including piloting local service opportunities.

### Job summary

#### Purpose

One of our national initiatives is the development of a peer support group for people diagnosed with young onset dementia and their family members in Sheffield. This pilot group will offer opportunities to meet, share experiences and socialise.

#### Responsibilities and Key Duties

##### Operational in Sheffield

- To develop, market and facilitate a peer support group in collaboration with people affected by young onset dementia. The group will meet at least monthly.
- To plan and deliver an on-going programme of activities for the group.
- To coordinate a small team of volunteers who will support the facilitation of the group.
- To develop effective relationships with relevant local statutory and voluntary organisations
- To identify potential sources for fundraising in the local community and work with colleagues to secure local funding where possible.

### **As part of YoungDementia UK**

- To work closely with our team, particularly colleagues in national development, communication and support service roles.
- To facilitate the inclusion of the perspective of people living with young onset dementia within this work
- To represent us as required externally and uphold YoungDementia UK's good reputation
- To work with YoungDementia UK's values, policies and guidelines and fulfil all reasonable requests from management. YoungDementia UK is committed to equal opportunities.

### **Other**

YoungDementia UK's team utilise MS365 cloud-based working to work from home offices. A computer/ laptop and broadband are required for this role. This role is subject to a disclosure and barring check.

The job description is not intended to be definitive and YoungDementia UK has a good track record of encouraging the strengths of individuals.

### **Person Specification Requirements**

#### **Experience and skills**

- Ability to identify the needs of people affected by young onset dementia
- Experience in developing and facilitating groups.
- Excellent organisational and time management skills
- Effective verbal and written communication skills
- Creative and versatile in approach
- Good literacy and numeracy skills
- Confidence with e-communication
- A willingness to undertake relevant training, an induction and monthly supervision with your manager.

#### **Mobility**

- To work with YoungDementia UK's values, policies and guidelines and fulfil all reasonable requests from management
- Willingness to work flexible hours – some evening and weekends
- Must be able to drive, hold a current driving licence and have access to a car or be able to use public transport
- Willingness to travel, mainly in Sheffield but possibly, occasionally elsewhere

An induction programme will be provided. This is a new role, is subject to development and change with agreement and is subject to funding.