



Memory Club Coordinator

Viablers Community Association runs a thriving community centre. It is committed to providing the best service possible to the local community, with a wide variety of activities and events taking place throughout the year, and room/hall hire taking place daily. The Memory Club is one of our most valuable services, offering those living with dementia opportunities to maintain function and cognition, as well as the chance to socialise through a range of enjoyable and engaging activities.

Overall aim: To manage and develop a Memory Club that is welcoming, valuable and engaging for those living with dementia.

Role and Responsibilities of the Memory Club Coordinator:

You will:

- Manage volunteers, including organising training, supporting them, communicating regularly and creating rotas for their volunteer time
- Prepare engaging activities for members through planning and resourcing, including inviting in visitors
- Maintain good record keeping, conforming to GDPR
- Communicating clearly with members and their carers, particularly where any notable changes have occurred
- Facilitate and lead sessions and encourage volunteers to support groups or individuals, sharing their own knowledge, skills and expertise
- Liaise with external organisations/agencies as required for signposting or advice
- Contact members/families/carers to touch base in absence of a member at club or to follow up if absent for a period of time
- Work with others to develop a carers' support session
- Arrange opportunities for new members to attend for trials
- Utilise the resources available to work within budget

Personal Qualities:

- Friendly and approachable with a willingness to learn
- Able to accept responsibility and work unsupervised
- Well organised and able to prioritise their time/tasks
- Positive, polite, and confident when dealing with the public
- Good communicator and able to adjust tone, speed and tone of voice as required to allow for delayed cognition of others
- Work well in a team
- Understand, or be willing to learn about, the different types of dementia
- Be empathetic, patient and diplomatic

This role is for 12 hours per week, with most of the time being spent at the centre on a Friday between 9.30 and 3.30. The remaining hours can be carried out at a mutually agreed time with some flexibility. Those remaining hours can also be carried out working from home if preferred.

Expected breakdown of hours:

6 hours on a Friday in the club – lead one session and be present in the building for the second session to deal with carers' concerns, questions, signposting.

3 hours of planning and resource preparation

1 hour follow up/welfare calls

1 hour external organisation communication and carers' session development

1 hour administration and communication with the office team

The hourly rate will be £12.24.