

Dementia Dog - A joint collaboration between Alzheimer Scotland and Dogs for Good

Job Description

Project Manager

Purpose of the post

Alzheimer Scotland and Dogs for Good are collaborating on a project called Dementia Dog to look further at the ways dogs can support people with dementia, their carers and family. The project will build on work that has been developed over a number of years, focusing on some specific objectives.

The Project Manager will be responsible for the day to day management of the next phase of the Dementia Dog programme.

Accountability

The Project Manager will report to the Deputy Director of Development at Alzheimer Scotland who is also Chair of the Programme Management Group which will be made up of senior representatives from Alzheimer Scotland and Dogs for Good.

Posts managed

The Project Manager will manage the following posts:

- Assistance Dogs Instructor
- Intervention Dog Instructor (timescale for appointment to be determined)

Main duties and responsibilities

1. To oversee the day to day management of the Dementia Dog programme.
2. To co-ordinate the work of all team members and ensure agreed work programmes are adhered to.
3. To lead the fundraising effort to ensure the required funds are in place to support the programme.
4. To manage agreed research projects that are put in place, liaise with research teams, other members of staff and clients and ensure timescales are adhered to.
5. To build a strong relationship with the key stakeholders supporting the programme. To include clients, funders, Dogs for Good, Alzheimer Scotland, key operational partners, policy makers and other organisations working in the dementia field.
6. To work with the Management Group to ensure there is a robust and sustainable plan in place to support the longer-term scaling up of services.

7. To devise and implement a communications strategy covering the work of the programme. To include managing and updating the website and other information points.
8. To provide day to day line management support to staff on the programme.
9. To manage key administrative elements of the programme including ensuring relevant systems are in place and equipment is managed appropriately.
10. To provide regular reports to the Life Changes Trust Board.
11. To ensure appropriate record-keeping is maintained in all elements of the programme.
12. To be the lead media spokesperson for the programme.

Key Competencies

1. Proven ability to manage small teams and practical functions, to include:
 - Staff development and training
 - Coaching
 - Project management
2. Excellent interpersonal and teamwork skills to both support staff and external networking and advocacy.
3. Ability to plan work, be organised and ensure that time is utilised effectively for yourself, colleagues and clients.
4. A track-record in successful fundraising with particular emphasis on trusts, foundations and high net worth individuals.
5. Ability to communicate effectively and appropriately both verbally and in writing with a wide range of people internally and externally. Relevant stakeholders include clients and their families, other professional service providers, members of the public, the media, managers and other colleagues.
6. Ability to positively embrace change by not only being flexible towards the ideas of others but also putting forward ideas to colleagues that will enable the programme's work to develop. This will involve creativity in problem solving and making appropriate responses to new ideas and unexpected situations.
7. An understanding of how to build research and evaluation into a programme of work and to manage consultants who will deliver that work.
8. Knowledge in the following areas:
 - Activities of Dogs for Good and Alzheimer Scotland

- Basic understanding of Animal Assisted Intervention and its successful application
- Some understanding of dementia
- Health and safety in the workplace
- Undertaking research
- Business planning

7. Data management and systems skills.

Other Requirements

1. You will be required to hold a full UK Driving Licence.
2. As you will be working with vulnerable people, you will be required to undergo an enhanced DBS check and adhere to all of the charity's Safeguarding policy and procedures.
3. You may occasionally be required to work and stay away from home for short periods.
4. Flexible working hours may be required in some instances to facilitate the effective delivery of the work e.g. working during the school holidays or around school timetables with school age clients.

All responsibilities and duties are to be carried out according to Alzheimer Scotland standards, policies and procedures as described in the organisation's manuals and Practice Standards and the National Care Standards and Scottish Social Services Council Codes of Practice.

Salary - The post is graded scale points 35 -38 £31,060-£33,716

The post holder will be subject to Enhanced Disclosure Scotland checks.

This job description is open to review by the organisation and was last agreed 1 8 2016