



Scottish Dementia Working Group: National Coordinator

The key responsibilities of this post are to provide strategic leadership and a management focus to the Scottish Dementia Working Group, so that the group can provide an effective collective, national and local, voice for people living with dementia in influencing dementia policy and practice.

Duties

1. To provide overall strategic leadership, management and guidance to staff team and members of SDWG.
2. To facilitate the SDWG to a strong and effective collective voice of people with dementia nationally and locally.
3. To develop the capacity and diversity of the SDWG membership to be meaningfully involved in opportunities for influencing change.
4. To oversee the support to members to attend and participate in meetings, workshops, working groups, consultations, conferences and other events.
5. To assist in the development and implementation of public policy and campaigns, in collaboration with Alzheimer Scotland.
6. To ensure that SDWG members are provided with the best evidence and information to support the group's work.
7. To facilitate collaboration with SDGW and local involvement networks across Scotland to support effective national and local campaigns.
8. To coordinate and support meaningful SDWG involvement in public or other consultations
9. To co-ordinate support to individual members in making presentations to groups of health and social care professionals and statutory bodies on behalf of the group
10. To provide direct line management to the SDWG staff team including regular supervision and performance appraisal.
11. To provide strategic leadership support for partnership working within Alzheimer Scotland and with external partners.



12. To assist the group to identify and manage key allies and other stakeholders in achieving and promoting the group's objectives.
13. To oversee the development and implementation of the SDWG communication strategy in liaison with Alzheimer Scotland
14. Monitor, evaluate and report progress in agreed work priorities and strategic objectives to Alzheimer Scotland, and funders as appropriate.

Line management

The post is line managed by the Deputy Director, Alzheimer Scotland, with guidance from the Scottish Dementia Working Group

Salary Scale 32 to 35 – Permanent Contract

This job description is open to review by the organisation at any time and was last revised in Jan 2018



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Person Specification

This person specification should be read with the job description for the post of National Coordinator, Scottish Dementia Working Group. Please note that the competencies are not ranked in priority order. The following criteria will be used in short-listing candidates and in appointing the successful applicant.

| | Essential | Desirable |
|---|-----------|-----------|
| Skills, ability, knowledge | | |
| Highly developed communication skills; written and verbal | √ | |
| Highly efficient in planning, organising and managing competing priorities | √ | |
| Highly proficient in IT packages including Microsoft Office Suite and Outlook | √ | |
| Extensive ability to network, liaise and build effective relationship | √ | |
| Ability to think and plan strategically | √ | |
| Good negotiation and influencing skills | √ | |
| Proficient in facilitating groups | √ | |
| An understanding of the dynamics and processes of group work | √ | |
| A good understanding of working with a membership-led group | √ | |
| An understanding of the principles, practice and policy aspects of successful community development. | √ | |
| Demonstrate an understanding of, and the ability to, support the development of the diversity of the SDWG | √ | |
| Understanding of dementia and the impact of the illness on individuals and families | | √ |
| Comprehensive understanding of the principles, values, which underpin user involvement and National Standards for Community Engagement. | √ | |



Personal qualities

| | | |
|--|---|---|
| Understanding of, and empathy with, the organisation's aims and values | | √ |
| Positive attitude to continued professional and personal development | √ | |
| Positive attitude to working both independently and as part of a team | √ | |
| Motivated to set and adhere to objectives of the Scottish Dementia Working Group and Alzheimer Scotland. | √ | |

Qualifications/experience

| | | |
|--|---|---|
| Recognised professional qualification community development/community education or in the social care or health care field or other related occupations to a minimum of SVQ Level 4. | √ | |
| Full driving licence and access to a vehicle during working time. | | √ |
| Experience of managing team members | | √ |
| Experience of identifying, understanding and representing the views of vulnerable people. | √ | |
| Experience of identifying, understanding and representing the views of people affected by dementia. | | √ |
| Experience of successful working in community care or in a community development role | √ | |
| Direct experience of working with one or more minority groups | | √ |
| Experience of coordinating and implementing a risk management system | | √ |
| Experience of working with and managing a broad range of stakeholders | √ | |
| Experience of successful group work with people with dementia. | | √ |