

| | |
|----------------------------|---|
| Role title: | Development Officer |
| Responsible to: | National Coordinator, NDCAN or SDWG |
| Location: | Oxford Street, Glasgow preferred, other locations by agreement |
| Temporary contract: | Until 31 March 2022 (subject to annual funding review) Two posts: One full time, 35 hours per week, one part time, 28 hours per week |

PURPOSE OF ROLE

You will work as part of the SDWG and NDCAN teams to lead development of agreed priorities and projects to increase the capacity of the groups to be a strong and effective collective voice of people with dementia and carers nationally and locally, and an effective, positive and collaborative partner within Alzheimer Scotland and with relevant external partners. This may include, but will not be limited to, local participation and campaigning development, national policy development, campaigning and participation, communications, and membership development and support.

You will help people living with dementia and carers of people with dementia to better understand, navigate and create change in their communities and nationally, supporting them to be heard, recognised and respected by decision makers.

As well as the SDWG and NDCAN teams, you will work closely with group members and the wider policy team. You will also develop constructive working relationships across Alzheimer Scotland, in particular with colleagues in communications and in localities. You will contribute to the wider activities of the team and the organisation, as agreed with your line manager. As the groups operate across Scotland, you will be required to travel regularly.

There are two posts. One is full time, 35 hours per week. The other is part time, 28 hours per week, with specific working hours to be agreed on acceptance of the post. A degree of flexibility may be required to accommodate key meetings and events. **Please make it clear on your application whether you wish to be considered for the full time or the part time post, or if you would like to be considered for either.**

COLLECTIVE VOICE: KEY STRATEGIC RESPONSIBILITIES

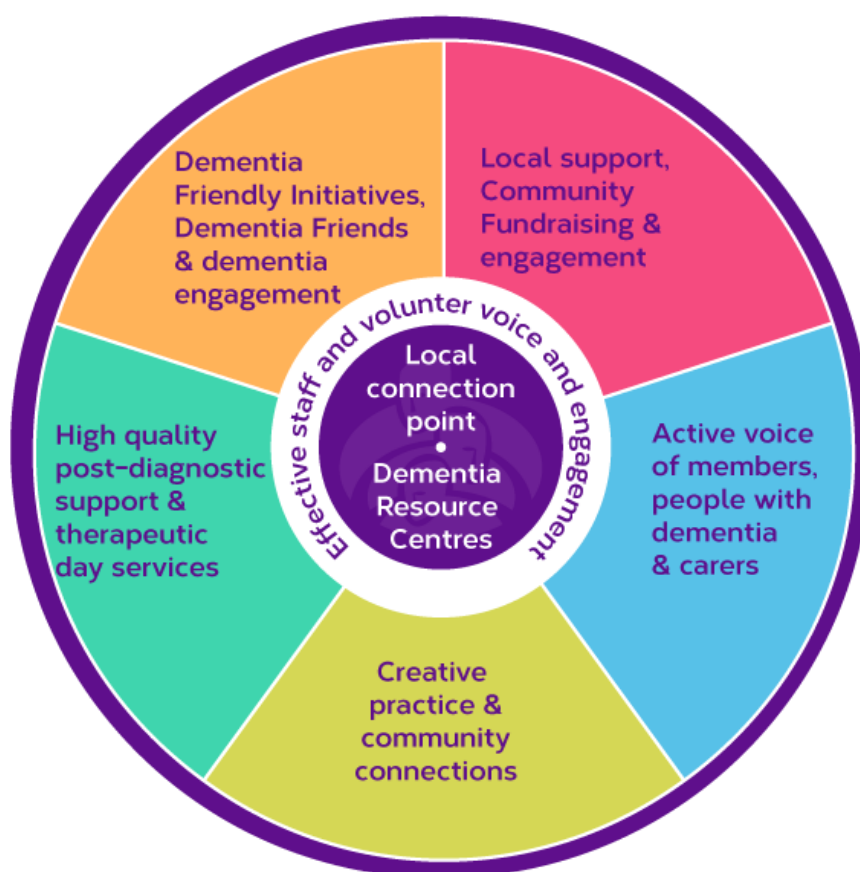
Delivering the 7 dimensions of the locality vision

You will lead, plan and deliver key outcomes for the Scottish Dementia Working Group, National Dementia Carers Action Network, and wider team.

You will be pro-active, creative, and committed to enabling the participation of people with dementia in campaigning and activism at national and local level. You will have a positive, collaborative attitude and be comfortable operating in a changing environment.

You will work in a way that ensures that the Scottish Dementia Working Group and the National Dementia Carers Action Network both support and are supported by Alzheimer Scotland's localities. Your approach should support the requirement to be flexible and responsive whilst influencing and managing the expectations and needs of multiple stakeholders, including Group members.

You will do this through close collaborative working with your immediate team, line manager and others with a continuing role to support colleagues in localities to deliver the seven dimensions underpinning the Alzheimer Scotland locality vision as outlined below.



Approach

You will understand and demonstrate commitment to the principles and values of participation and involvement, as well as understand and have empathy with Alzheimer Scotland's aims and values. Ideally, you will understand the principles, practice and policy aspects of successful community development.

You will be committed to working collaboratively across the team and organisation, while comfortable with a high degree of autonomy. You will be highly efficient in planning, organising and managing competing priorities. You will be highly motivated and pro-active.

You will achieve results through networking, liaising and building effective relationships with group members, colleagues and external stakeholders, using demonstrable negotiation and influencing skills.

You will be proficient in facilitating groups and demonstrate an understanding of the dynamics and processes of group work, and, in particular, show a good understanding of working with a membership-led group, sensitive to individual and group dynamics in the context of the role.

You will demonstrate a commitment to equality and diversity, and an understanding of how to support the development of the diversity of the Scottish Dementia Working Group and National Dementia Carers' Action Network.

You will understand dementia and its impact on individuals and families.

Specific responsibilities

- To lead, plan and deliver key outcomes for the Scottish Dementia Working Group, National Dementia Carers Action Network, and wider team.
- To proficient in facilitate groups, demonstrating an understanding of the dynamics and processes of group work, and, in particular, showing a good understanding of working with a membership-led group, sensitive to individual and group dynamics in the context of the role.
- To demonstrate a commitment to equality and diversity and support the development of the diversity of the Scottish Dementia Working Group and National Dementia Carers' Action Network.
- To identify, understand and represent the views of people affected by dementia and carers
- To use a variety of social media platforms in a way that demonstrates understanding of their use in the context of this role
- To use highly developed written and verbal communication skills to support development of the groups and their members, and the wider policy team and organisation.
- To use IT systems appropriately and safely including Microsoft Office Suite, Outlook and Yammer.
- To collaborate with peers and colleagues both internally and out-with the organisation; developing relationships and promoting the reputation of Alzheimer Scotland at a national and locality level.
- To coordinate and implement risk management and ensure the safety of group members
- To travel regularly throughout Scotland, and very occasionally beyond, according to the requirements of the role.
- To operate within the context of Alzheimer Scotland policies and procedures.

Fundraising

You will understand the importance of fundraising to delivering Alzheimer Scotland's mission, including the development of the Scottish Dementia Working Group and the National Dementia Carers Action Network. You will collaborate with fundraising colleagues, and support group members to do so appropriately, to support cross-organisational development.

Employee voice and engagement

You will be part of the development, along with all other colleagues, of an effective employee voice within Alzheimer Scotland based on engagement and delivering the principles of the Fair Work framework.

Volunteer voice and engagement

You will actively support the integration of volunteer activity, in particular, members and supporters of the Scottish Dementia Working Group and the National Dementia Carers Action Network. You will support and facilitate the Alzheimer Scotland commitment to engagement through effective volunteer voice.

Leadership

The post holder should lead by example and exhibit behaviours that place engagement and participation at the heart of delivering the best outcomes for people with dementia and their carers.

These two new roles will work jointly across the SDWG and NDCAN. They will be line managed by the NDCAN coordinator, but responsible for delivering for both groups and developing the collective voice of people living with dementia and carers of people living with dementia across Scotland.

Person Specification
Collective Voice Development Officer

This person specification should be read with the job description for the post of Locality Leader. Please note that these competencies are not ranked in order of priority. The following criteria will be used in selecting a candidate:

| | Essential | Desirable |
|--|------------------|------------------|
| Professional attitudes and values | | |
| Understanding of and demonstrable commitment to the principles and values of participation and involvement | ✓ | |
| An understanding of the principles, practice and policy aspects of successful community development | | ✓ |
| Understanding of, and empathy with, Alzheimer Scotland's aims and values | ✓ | |
| IT | | |
| Excellent IT skills including proficiency with Microsoft Office Suite and Outlook | ✓ | |
| Working knowledge of a variety of social media platforms and a demonstrable understanding of their use in the context of this role | | ✓ |
| Job Related Skills and Achievements | | |
| Highly developed communication skills; written and verbal | ✓ | |
| Highly efficient in planning, organising and managing competing priorities, able to work autonomously | ✓ | |
| Proven ability to network, liaise and build effective relationships | ✓ | |
| Proficient in facilitating groups and an understanding of the dynamics and processes of group work | ✓ | |
| A good understanding of working with a membership-led group | ✓ | |
| Demonstrate the ability to support the development of the diversity of the SDWG and NDCAN | ✓ | |
| Understanding of dementia and its impact on individuals and families | ✓ | |
| Personal qualities | | |

| | | |
|--|---|---|
| Demonstrable negotiation and influencing skills | ✓ | |
| Commitment to working collaboratively across the team and organisation, while comfortable with a high degree of autonomy | ✓ | |
| Highly motivated and pro-active | ✓ | |
| Sensitive to individual and group dynamics in the context of the role | ✓ | |
| Other relevant experience and qualifications | | |
| Full driving licence and access to a vehicle during working hours. | | ✓ |
| Ability to travel regularly throughout Scotland, and very occasionally beyond | ✓ | |
| Experience of identifying, understanding and representing the views of vulnerable people and people affected by dementia | ✓ | |
| Experience of coordinating and implementing risk management and ensuring the safety of vulnerable people | | ✓ |