**Job Description**

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| **Job Title:** | Dementia & Inclusion Lead |
| **Hours & Salary:** | 16 hours per week @NJC 15 (£23,541 FTE) (£10,179 actual) |
| **Contract:** | 18 month – continuation subject to funding |
| **Reporting to:** | Scheme Manager |
| **Main objective of the post:** | To change the way we think, act, work and talk about dementia and inclusion, by providing tailored services to ensure access for everyone and a person-centred journey that provides the best service to all our members. |
| **Main duties & responsibilities include:** | 1. Dementia 2. Take the lead on developing our new dementia services 3. Deliver our dementia groups/activities 4. Provide dementia/memory casework management 5. Provide support, advice & guidance to members with dementia or memory loss and their family, friends & carers 6. Support our organisation to be dementia aware and dementia-friendly 7. Support the local community to be dementia aware      1. Inclusion 2. Take the lead on developing our new inclusion services 3. Deliver our inclusion groups/activities 4. Provide inclusion casework management 5. Provide support, advice & guidance to members facing inclusion issues 6. Support our organisation to be more inclusive and lead on tackling inclusion barriers 7. Support the local community to be more inclusive |
| **Other:** | 1. To work as part of the AVSED team to support the fundamental aims and values of our organisation 2. To travel using own transport as required 3. To work on a flexible basis in relation to days and hours which may include evenings and weekends as needed 4. To support AVSEDs fundraising activities 5. Attend meetings and training as requested 6. Work in accordance with AVSEDs policies and procedures 7. To undertake any other duties as required by the Manager to deliver the core work of our organisation |