

## **Barnsley Independent Alzheimer's and Dementia Support**

### **Job description**

Title: Activity Coordinator

Hours: 20 per week - flexibly applied

Responsible to: BIADS' Services Manager

Main purpose of job: to organise, deliver and set up meaningful and engaging activities for people with dementia and their carers that will help them to live well with dementia. To monitor the effectiveness of the services and produce reports for the funder. To support the team of volunteers who assist in provision of services.

Main duties:

- To prepare, lead and follow up the activities that are currently provided as part of the Dementia Hope project
- To set up new services as identified
- To ensure all activities are well documented in relation to BIADS' aims and objectives
- To ensure that all staff are aware of the referral procedures/criteria for the activities and that these are adhered to
- To take referrals for the service and assess for suitability against agreed criteria
- To ensure all risk assessments are carried out to a high standard and BIADS' health and safety procedures are adhered to during all activities
- Attend internal and external meetings as appropriate
- Collect monitoring information, keep up to date records and prepare reports for a variety of target audiences as requested
- Be available for meetings/supervisions with the Services Manager to discuss progress
- Work effectively with other BIADS' staff members

- Work in accordance with the policies and procedures of BIADS particularly around confidentiality
- Undertake training and personal development opportunities as identified in regular supervision sessions and development reviews
- To work evenings and weekends, as required and to be available to go on the five day holidays twice a year
- To undertake any other duties that are relevant to the post