

**YPWD (BERKSHIRE) CIO**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>NAME OF POST</b>	Community Outreach Manager
<b>DURATION</b>	18-month fixed term contract
<b>HOURS</b>	37.5 hours per week
<b>ARRANGEMENT OF HOURS</b>	Standard working hours Monday to Friday 9am to 5pm. This role will require flexibility and include some evening weekend working.
<b>SALARY</b>	£32,000.00 per annum
<b>ACCOUNTABLE TO</b>	Director of Clinical & Operational Services
<b>BASE</b>	<p>Due to the requirements of this role you will be working from various locations, as follows:</p> <p>Indigo House, Wokingham (Head Office)          In the community          At your home          At any <i>YPWD Berkshire</i> listed 'touch down' stations</p> <p>In addition, the organisation may open new locations from which you may also be expected to work if these are within a 20 miles radius of the Head Office.</p> <p>The specific detail of how much time is spent at each location will be as discussed and agreed with your line manager as required.</p>
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• 3 months' probation period</li> <li>• Clinical supervision will be provided</li> <li>• Supervision and training are provided</li> <li>• Travel across the county is required, for which mileage expenses are reimbursed</li> </ul>
<b>GENERAL CONDITIONS</b>	See Appendix 1
<b>COVID-19 INFORMATION</b>	As a result of the global pandemic the charity has adapted its support services, with our team delivering our services digitally and face to face You will be provided with the necessary equipment and guidance to safely undertake your duties.

## **1. INTRODUCTION/CONTEXT**

Younger People with Dementia (Berkshire) - more commonly known as YPWD - is a charity based in the county of Berkshire. The aims of the organisation are to support younger people with dementia (that is, people of working age) across the full range of their needs, from support at the time of initial diagnosis to ongoing help with activities and day-to-day living. The needs of younger people are in many ways different from the needs of older people who develop dementia, and there is little or no direct support for them within the statutory services.

Since YPWD began in 2012 we have endeavoured to reach out to BAME communities to encourage inclusion and equal opportunities in access to our services. On review we now feel that having a dedicated worker in this position will support this opportunity.

This post will help us meet our core objective, to provide meaningful activity and services to those with young onset dementia from a BAME community. The post holder will work closely alongside existing services who offer a range of services to this client group.

## **2 JOB PURPOSE**

To get the local BAME communities on board, engage, communicate and undertake community-based field work within the available time and resources. There will be other elements in the role like completing appropriate investigative literature reviews, field based research and field work both locally and nationally to support and underpin the development and implementation of suitable YPWD services specific to BAME communities within the Berkshire area. The key is to work, develop and deliver this project working with faith/community leaders and relevant organisations. We need to learn, ascertain various cultural perceptions of dementia and be able to develop services that are evidence and research based to support local BAME communities that are sustainable, flexible and fluid. There is a need to ensure that the YPWD services are welcoming and inclusive for all the BAME communities thus reducing inequalities in access to young dementia support. To regularly liaise with and update the Director of Clinical and Operational Services providing reports at agreed intervals during the project.

## **3 THE ROLE**

### **Main Duties and responsibilities**

1. To be able to understand the local demographic data, seek additional local intelligence about the cultural diversity, the needs of the different BAME groups within Slough, working in partnership and using a co-production approach.
2. To understand the day-to-day challenges and cultural impacts on individuals and their families that are living with a diagnosis of young onset dementia in BAME communities.
3. To review any relevant literature and local/national initiatives already established for BAME communities.
4. To explore and work alongside community and faith leaders, individuals, groups, potential funders and commissioners to support the set up and sustainability of BAME YPWD services.
5. To develop and improve access to YPWD's services for the BAME communities.

6. To reduce inequalities in access to YPWD and improve inclusion in all communities.
7. To develop and implement services within YPWD that meet the needs and interests of individuals/ groups from various cultures, communities & backgrounds.
8. Support individuals where possible to boost self-esteem and confidence, to learn new skills whilst promoting choice and independence through our services.
9. Plan, prepare, risk assess and evaluate services for BAME communities through activities/workshops and one to one support for both face-to-face work and on live video platform support.
10. Provide proactive, active and reactive support to service users through use of suitable evaluation tools and steering groups, continually reviewing and adjusting the service accordingly.
11. Establish good working relationships with existing organisations that already operate within/ support local BAME communities.
12. Establish good working relationships with relevant local religious and cultural leaders locally.
13. To co-author and write articles to share best practice and findings where appropriate.
14. To present project findings and share best practice results at relevant conferences, events and to funders where identified.
15. Ensure the service offered is always inclusive, user friendly, age appropriate, activity based, stimulating and where appropriate, research based.
16. Be flexible in the planning and running of the developing service and be willing to work some weekends and evenings.
17. Ensure that both written and verbal communication conforms to the highest professional standards at all times and maintains the dignity and respect of service users.
18. Ensure ongoing assessment and management of risks associated with the service users within an attitude of 'positive risk taking'.
19. Attend regular supervision with line manager.
20. Demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work.
21. To undertake general administrative duties where required.
22. To regularly complete and update service users' records.
23. To complete mandatory training requirements as and when directed.
24. Undertake any other duties in order to meet personal, team and organisational objectives following consultation with your line manager.

## 4 PERSON SPECIFICATION

### REQUIREMENTS

#### Qualifications and Education

- Educated to degree level or graduate calibre

#### Essential

- Experience of successfully delivering community-based field work with a good knowledge of Berkshire geography.
- Excellent organisational skills with an ability to manage own time effectively.
- Teaching or group engagement or group events skills.
- An ability to foster positive internal and external relationships in a politically sensitive environment.
- Demonstrate a commitment to respecting and valuing service users' perspectives and choices.
- Experience of BAME stakeholder/s engagement/management – engaging/networking with community organisations.
- Experience of completing reports and using evaluation tools.
- Experience of delivering educational sessions/programmes.
- A good understanding of various different cultures, religious groups and communities.
- Ability to communicate effectively both orally and in the written form with an understanding of how to communicate within various communities.
- Strong interpersonal skills.
- An ability to work alone and as part of a team.
- Awareness of the issues around working with vulnerable adults and the boundaries of professional relationships.
- Experience in networking with community organisations.
- Good listening skills.
- Experience of using information technology for a range of different purposes.
- Ability to communicate effectively using social media.

#### Desirable

- Multi-lingual communication including presentation (ability to understand and speak at least 2 or 3 widely spoken languages within Slough).
- An ability to demonstrate skills of stakeholder engagement and management in a politically sensitive environment through organising multi-cultural events, group discussions and successful delivery of at least one significant BAME / multi-community project in their local area.
- Experience in having facilitated group sessions and delivering projects within the NHS/ Local Authority or Voluntary sector.
- Up to date knowledge of clients' needs and experience.
- Knowledge about dementia and how this can affect individuals' day to day life, relationships and family and support networks.
- Knowledge about young onset dementia and how this can affect individuals' day to day life, relationships and family and support networks.
- Marketing, sales and event management experience – if from non-health background.
- Experience of completing literature reviews.
- Experience of co-authoring articles and research papers
- Experience of public speaking

### **Personal Attributes**

- Commitment to developing practice in self and others.
- Being prepared to work flexibly to meet the needs of people that use our services and the organisation.
- Able to travel throughout the Berkshire area.
- Self motivation and a strong initiative.
- Outgoing personality, agile with the ability to adapt and thrive during change.
- Problem solving skills.

### **Other**

- Clean driving licence and able to provide a roadworthy vehicle insured for business purposes. Mileage allowance payable in accordance with YPWD policy.
- Ability to use Microsoft word, excel, PowerPoint and other ICT.

## **5 EQUALITIES**

YPWD (Berkshire) is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the charity to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full Equal Opportunities Policy will be given to all staff, and a briefing on the contents of the policy is included in induction.

## **6 HEALTH AND SAFETY**

The post holder is expected while at work to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts of omissions at work.

## APPENDIX 1

### General Conditions

The following details are provided for the general information of applicants and are not deemed to form part of any contract of employment. Further details are available on appointment.

Pay	Salaries are payable monthly by direct credit transfer to a bank or appropriate building society account on the last Thursday of the month.
Pension	There is a company pension scheme in place through The People's Pension.
Notice period	Within your probationary period you will be on one weeks' notice either side. Upon successful completion of your probationary period, this will increase to one months' notice either side during the period of this 18-month fixed term contract period. If your contract is extended, your notice period will remain at one months' notice but will thereafter increase to one week for each year of continuous employment up to a maximum of 12 weeks after four years' service.
Sickness	<p>In addition to the Statutory Sick Pay Scheme, the organisation operates a discretionary Sick Pay Scheme for employees based on length of continuous service as follows:</p> <p>Up to 24 months' service – Four weeks at full pay, four weeks half pay, SSP only thereafter. After 24 months' service - Eight weeks at full pay and eight weeks at half pay, SSP only thereafter.</p> <p>For part time employees the above will be pro rata to the days and hours worked.</p>
Holidays and holiday pay	The holiday year is from 1 April to 31 March each year. The basic annual holiday entitlement is 187.5hours (25 days) annually per year plus Public/Bank Holidays. After three years' service this annual leave entitlement increases to 202.5 hours (27 days) annually. For part time employees, the entitlement will be pro rata to the days and hours worked.
DBS Check (Criminal Background Check)	All appointments in YPWD are subject to the completion of a DBS Check in order to check for any criminal background.
No Smoking	There is a no smoking policy within YPWD.