



Recruitment Pack

Join our dynamic team
Make a lasting impact
Change lives



**Together
Dementia
Support**

Living positively together
with Dementia

Registered Charity #1180628

Welcome

We are Together Dementia Support

Together Dementia Support was founded in 2014 by our CEO, Sally Ferris. Through her work experience in the dementia field, she saw the complete absence of support available to people after a diagnosis of dementia. She was shocked that people with the condition were left to decline, unsupported, at home and that no hope was given to either them or their families. There was no-one there to give information and emotional support, and there was certainly nowhere to go to see friends and enjoy activities and conversation.



Sally Ferris, CEO
BSc, MA, MSc Dementia Care

Sally decided to study for a masters degree in Dementia Care at the University of Manchester, learning about evidence-based practice and how to lead change. She then felt that she had to put her learning into practice and create the sort of dementia community that would enable positive person-centred care and support for both the people living with dementia and their families. This is how Together Dementia support was born in 2014.

What started as a small Community Interest Company is now a thriving charity, with 11 FTE staff, 11 regular groups across Manchester and Trafford, and over 600 people regularly supported by the service. For people living with Dementia, we offer a range of activities such as social groups, walking groups, arts & crafts, music and games groups, as well as one-to-one at home social activity support. For carers, we provide online and in person group support, one-to-one advice and guidance, training opportunities, social outings, regular short-term respite and a friendly ear to listen.

What we do is unique, and the University of Salford recently conducted a study from 2019 – 2022 to assess the impact of our approach. They found, overwhelmingly, that people's wellbeing significantly improved from our research and experience-based skill maintenance activities, positive social interaction, and positive and inclusive attitude to dementia. Our services could mean a person living with dementia is able to maintain functional skills for longer than they would have without our support.

Currently, it is estimated that over 5,000 people are living with dementia in Manchester alone but many of them are not getting regular support.

Join our team, help us reach more of the 5,000 people, and be the positive difference made in someone's life.

There is no small role in our organisation, and everyone – from our minibus drivers and business support staff to our Dementia Support Co-ordinators– makes a difference with everything they do.

We hope you will be inspired by us, and see yourself as part of our friendly, thriving and dedicated team changing lives in Manchester and Trafford.



Together Dementia Support

Living better
together with
Dementia

Our Mission Statement: To deliver a holistic and high-quality range of services that support and promote living well with dementia in our local communities

Aims

To amplify the voice of people living with dementia and carers, and showcase their talents, enabling them to participate in research and influence the provision of dementia services and care in Manchester and beyond.

To work with our partners, using our collective expertise to improve services and support for people living with dementia and their carers.

To improve the quality of life for people living with dementia and their carers in Manchester and Trafford, through the provision of high quality activities and advice, opportunities for friendship and peer support.

To increase awareness and understanding of dementia and reduce stigma, through information provision, training and developing a community of volunteers.

Values

We collaborate to increase our impact

Our services are high quality, creative and innovative

We are inclusive and accessible

We listen, learn and co-create services with people living with Dementia and their carers

We are committed to the people with whom we work

Meet the Senior Leadership Team



SALLY FERRIS BSc, MA, MSc Dementia Care

Founder & CEO

Sally has worked with older people in Manchester, Trafford, and Salford for 30 years. She has an MSc in Dementia Care and has managed the Dementia Support Service for Salford Age UK, running a DoH pilot project to set up and evaluate peer support for people with dementia. Sally loves the opportunities TDS has to have to offer innovative services that respond to local people's needs – to make a difference on the ground.

“I look for people who have high standards and who are keen to learn and develop. We have an ethos of person-centred care, innovation, and commitment to our service users; our employees reflect this with everything they do.”



FIONA BROWN

Business Support Manager

Fiona has spent the last ten years working in the public sector across Greater Manchester. Her experience includes programmes across public policy, health, arts, heritage, culture, and co-ordinating public sector responses to the COVID-19 pandemic. For her, joining the TDS team was a natural step, where she can put her skills and experience into action to make a real difference to the lives of everyday people in Manchester.

“I look for openness to learning, willingness to share new ideas, organisation and logical skills, and people looking to grow and develop personally and professionally.”



CLAIRE MARRETT

Service Delivery Manager

Claire joined TDS in 2019, having worked in Salford for the previous ten years – supporting carers and people living with Dementia for Age UK Salford. She also did engagement work with the Institute for Dementia at Salford University. She has a PGCert in Dementia and the Enabling Environment.

“Excellent teamwork is one of the reasons TDS does what it does so well. I look for candidates who are dedicated to doing the best job they can for our clients, who support their colleagues and who are creative, kind, and strong communicators.”

Benefits when working with TDS

Here at Together Dementia Support we are able to provide a competitive salary, plus extra benefits when joining us.

- Annual leave allowance increases in line with years of service.
- Generous sick leave arrangements, increasing incrementally with years of service and supported by our Employee Assistance Programme. The programme also includes access to free counselling other well-being assistance tools.
- A Staff Discount Scheme, covering popular brands such as Pandora, Look Fantastic, JD Williams, Argos, Boots and more. You can also save on your holidays with Hoseasons, Cottages UK, TUI and others.
- Ongoing professional development opportunities
- Regular wellbeing and team outings and activities
- Flexible hybrid working arrangements, depending on job role
- Free onsite parking at our main office



“Working with Together Dementia Support is so fulfilling. You get so much out of it, meet some amazing people, and you see week in week out the difference you are making to people's lives.”
~ Anna Hulme, Team Leader



Some things you might need to know...

There are some basic things you may find useful to be aware of when applying to work with us.

Annual Leave and Bank Holidays

Full time employees are entitled to 25 days per year, or 175 hours. Part time employees have their leave allowance calculated pro rata based on this.

We do not work Bank Holidays, and Bank Holidays are not deducted from your Annual Leave Allowance. This means you get, on average, a further 8 days off.

If you are part time, the 8 days of Bank Holiday leave will be calculated pro rata for you so that you also benefit from the extra time off.

Hybrid Working

Where hybrid working is possible, we can offer this as a working arrangement. This is not possible for every role, but the job description will make this clear.

If you are hybrid working, we will provide you with the equipment you need to enable this.

Expenses

If you are required by your role to travel during the course of your duties, we will reimburse you for mileage in line with HMRC policies. Currently, this is 45p per mile. If you use a taxi, we will reimburse 45p per mile and you must cover the rest (as a driver must cover the rest of their petrol and maintenance costs). We will pay the full expense of a bus ticket.

Commuting is the responsibility and expense of each individual employee, and we cannot pay expenses for commuting costs.

Equal Opportunities

We strive to ensure that our roles are accessible to everyone possible and are happy to make reasonable accommodations for any disabilities, health conditions or neurodiversities.

We want everyone, no matter their background or abilities, to feel comfortable, happy and included in our services. Our current staff come from a range of backgrounds and experiences, and we work hard to ensure that our staff and volunteer cohorts reflect the rich, diverse and vibrant communities of Manchester and Trafford we work with.

DBS Checks

Most of our roles require a DBS check to be completed before you can begin working with our members and carers. If you are required to undergo a DBS check, we will pay for and facilitate this for you.

Job Description & Person Specification

Dementia Support Co-ordinator



Dementia Support Co-ordinator

We are seeking a Dementia Support Co-ordinator to join our growing team. This role might be full-time or part-time depending on the candidate's skills and experience. The Dementia Support Co-ordinator will manage a caseload of people living with dementia and their family carers, assessing their needs and interests, giving expert information and advice, finding services for them and then being their point of contact throughout their journey with dementia.

The Dementia Support Co-ordinator will also be responsible for planning and running weekly Friendship & Activity groups for our members who live with dementia each week.

The post holder may also be seconded to work 2 days pw in a neighbourhood carers' support team, with colleagues from other charities.

Together Dementia Support is passionate about improving quality of life for people affected by dementia. We provide a range of high-quality activity groups for people with dementia, helping them to maintain skills, physical health and emotional wellbeing. We provide a befriending scheme for those people unable to attend groups. We also provide a range of individual and peer support services for carers.

Hours

Between 14 and 35 hours are available – subject to discussion

Salary

From £26,734 per annum full time, or pro rata for part time

Role description

This role requires someone with energy, ideas, and a good understanding of dementia to plan and run two of our weekly groups, and provide or arrange support for family carers of people living with dementia. Our groups offer a range of high-quality therapeutic activities as part of an empowering, supportive environment in which each individual is celebrated. The Dementia Support Co-ordinator plans the group session, supervises the volunteers, manages all aspects of health and safety and arranges the transport either in our own in-house bus or using taxi services.

The DSC must be able to quickly build rapport with people and encourage them to attend groups whilst assessing their strengths, interests and support needs. The DSC works in partnership with the family carer and may invite them to the group too.

The DSC will also get involved in dementia training and other projects that TDS runs. They will contribute to our information, advice and support service to carers and so will need to have a good knowledge of dementia and the relevant support services, whilst continuing to research information and increase their own knowledge.

Job Description & Person Specification

Dementia Support Co-ordinator



Job Title:	Dementia Support Co-ordinator
Reporting to:	Service Delivery Manager
Responsible for:	Planning, delivery and evaluation of services to people living with dementia and their carers
Contract:	Fixed Term for 1 year but likely to be made permanent
Probation Period:	6 months
Hours:	14-35 hrs
Location:	The Kath Locke Centre, 123 Moss Lane East, Moss Side, M15 5DD. Some working from home may be required
Salary:	From £26, 734 per annum full time, or pro rata for part time

Responsibilities and duties

- To visit new referrals, assessing the support needs of both the carer and the PLWD, and judging their suitability for our services for PLWD, whilst giving advice/information and emotional support to them as they adjust to the diagnosis or changes caused by dementia;
- To write up all assessments and input data on our CRM, Charitylog;
- To report back to referrers and to make referrals to other services;
- To keep in regular contact with the families, giving advice and support as needed;
- To support and guide family carers through difficulties and transitions they may experience, encouraging them to join our carer activities;
- To run one or more Dementia Cafes, carer massage sessions, Carer Training courses, and carers' socials;
- To give carers a voice within TDS and beyond by making sure that opportunities to participate in carers' consultation events and co-production are known to them, supporting people who want to get involved and feeding their views and questions up to those who can effect change in carer, health and social care services.
- Keep updated and informed on local and national issues affecting carers and cascade information within the TDS team, keeping the Staff Reference Guide up to date;
- Work with TDS Carer Volunteers to provide support and encourage ex-carers to volunteer with us.

Job Description & Person Specification

Dementia Support Co-ordinator



- To plan and run weekly Friendship & Activity Groups and/or cover for other colleagues when needed;
- To manage the health and safety of the F&A group, taking into account the venue, staff/member ratio, the activities, transport, and the individual support needs of members;
- To promote TDS services through advertising, social media, visits to other organisations, and by giving talks;
- To contribute to session planning for the groups, being mindful of the diversity of members and the aims and ethos of TDS' work with PLWD

Additional responsibilities:

1. To adhere to the policies of TDS
2. To comply with data protection regulations, ensuring that all client information remains confidential.
3. To be responsible for personal learning and development and to share responsibility for the supervision, learning and development of the volunteers.
4. To implement the Health & Safety policies and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all volunteers are aware of their responsibilities in respect of their role.
5. To maintain accurate and up to date records of attendance, petty cash and individual members' online records;
6. To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the designated line manager.
7. To carry out own administration and organisation of workload to ensure that it is accurate and meets quality targets, reasonable deadlines and grant monitoring requirements
8. To work in a manner that facilitates inclusion and empowerment, particularly of people with dementia and their carers.

Please see the Person Specification on the next page for a full breakdown of qualifications, skills and experience necessary to be successful in this role.

Person Specification

Dementia Support Co-ordinator



Criteria	Essential (E)/ Desirable (D)	How Assessed Application Form – AF Interview – I Task - T
Qualifications		
Educated to A Level or above, or relevant experience	E	AF
Educated to degree level, or relevant experience	D	AF
A full UK driver's licence and access to a vehicle	D	AF/I
Experience & Knowledge		
Experience of working with people living with dementia	E	AF
Experience of working with / supporting carers	E	AF
Experience of working face to face with older adults	E	AF
Comprehensive knowledge of Dementia and the needs of people with a diagnosis and carers	E	AF/I
Understanding of person-centred / client centred ways of working	E	AF/I
Knowledge about the welfare benefits, mental capacity, POA and Social Services entitlements	E	AF/I
Experience of working within, assessing and developing risk assessment procedures	D	AF/I
Knowledge and understanding of diversity and equality issues	D	AF
Understanding of health & safety issues as they affect clients, volunteers and staff	D	AF/I
Experience of running group activities (to educate, train or entertain)	D	AF/I
Skills		
Excellent verbal and written communication skills	E	AF/I
Organisation skills to manage and prioritise own workload	E	AF/I/T
Ability to engage with service users and professionals at all levels	E	AF/IT
Strong IT skills, particularly in the use of Microsoft Office	E	AF/I/T
Ability to self-support administratively and manage own time	E	AF/I/T
Ability to create and lead imaginative, participatory activity sessions, using music/drama/movement/art	D	AF/I
Able to motivate, encourage and support staff & service users	E	AF
Experience of evaluation and reporting	D	AF
Able to present / speak to small audiences	D	AF/I
Qualities		
Able to work independently on own initiative and as part of a team	E	AF
Able to work flexibly and respond to the needs of the organisation	E	AF
Commitment to professional and personal development	E	AF
Commitment to the empowerment and support of people with Dementia and their carers	E	AF

If you are interested in working for Together Dementia Support and know that you have the personality, experience and skills, please send us your CV with a Cover Letter explaining how you meet the criteria of the Person Spec.

Please email your CV and Cover Letter to admin@togetherdementiasupport.org or call 0161 226 7186 if you would like any further information about the role.

Person Specification

Dementia Support Co-ordinator



How to Apply

You must provide a cover letter which thoroughly explains why you are interested in this role and how you meet the requirements of the person specification. You should also send a copy of your up-to-date CV, showing your work and volunteering history, qualifications, and skills and experience. If you do not have a CV, please provide us instead with a summary document that covers the requested information.

You should return your Cover Letter and CV or Summary Document as soon as possible as we will close recruitment as soon as we have received enough eligible applications to interview.

Interviews

We will notify you of the interview dates if you are selected for interview. Interviews will be held at:

Kath Locke Centre
123 Moss Lane East
Manchester
M15 5DD

The interview will consist of 3 stages: a questions and answer interview, a test of I.T skills and an opportunity to show your people skills by leading an activity with our service users.

Thank you

Thank you for your interest in joining our team here at Together Dementia Support. We hope to hear from you soon!