

LOCAL ORGANISER x13

Purpose of role: This is a 12-month part-time post that will allow someone to make their mark within the community and deliver real change in the quality of life for people and families living with dementia. You will be responsible within your region for establishing a diverse network of Help Points, volunteers, and trained health and care professionals, all creating and using playlists to benefit those living with dementia, their families and carers.

Locations: England x9: Leeds, Newcastle, York, Middlesbrough, Liverpool, Manchester, Lancaster, Carlisle, Birmingham

Scotland x3: Inverness, Edinburgh, Aberdeenshire

**Northern
Ireland x1:** Belfast

Reporting to: Communities Officer

Hours: Part time (3 days, 22.5 hours per week)

Salary: £25k pa. (fixed term appointment for 12 months)

Key responsibilities:

- Lead on this project in your area, working on your own initiative, collaborating with other Local Organisers and Communities Officers.
- Raise awareness of Playlist for Life within your region through networking, delivering webinars, giving presentations, hosting events and using social media.
- Engage in community mapping and networking with organisations and community groups identifying potential Help Points, partnerships and opportunities to embed Playlist for Life.
- Increase the number of Help Points in your region to create a diverse network of community organisations connected to Playlist for Life sharing our resources and integrating them into what they offer.
- Increase engagement with diverse and minority ethnic communities to integrate Playlist for Life into services and advice they offer. Work with Communities Officers to overcome any barriers to engagement.
- Network and connect with organisations in remote and rural communities where applicable and connect them to our Help Point network.
- Identify and connect with partners in your region that offer online advice, support or guidance to people living with dementia and their carers to embed or signpost to Playlist for Life on their websites.

- Ensure sustainability is at the forefront of all the work you undertake, identifying ways diverse Playlist for Life networks can continue to thrive, and Playlist for Life is embedded within communities beyond the end of the project.
- Lead on the organisation and facilitation of a Playlist for Life conference (online or in-person) in your region alongside other Local Organisers with support from the Communities Officers.
- Support and coordinate a diverse team of volunteers to expand and diversify your reach, help raise awareness and support sustainability.
- Work with the Communities Officers and Partnerships Officer to connect with Health and Social Care organisations in your local area to promote our training packages and other offers.
- Work with our communications and marketing team on campaigns to raise awareness locally and ensure our materials and resources are accessible to the diverse groups we engage with.
- You will work remotely from home. When appropriate and safe to do so (restrictions on communities are lifted) you will also work and travel within your community or region to visit and engage with partners face to face.
- Contribute to the overall success of the Playlist for Life team

Note: This job description is not exhaustive and may be added to or changed to from time to time following discussion and consultation with the post holder and line manager

Person specification

SKILLS AND QUALIFICATIONS	Essential	Desirable
Self-starter with pro-active, enthusiastic, confident and structured approach to the 12 month appointment	✓	
Well developed organisational skills with the ability to recruit, enthuse and motivate volunteers.	✓	
Relationship building and brokering capability with community stakeholders	✓	
Proficient in using MS Office tools	✓	
Experience of networking, organising and facilitating community events	✓	
Experience of successfully leading community projects	✓	
Experience of working and engaging with diverse and minority ethnic communities		✓

Ability to speak and write in a language other than English relevant to the role (e.g. Gaelic or other language spoken widely across the UK)		✓
An understanding of dementia in minority ethnic communities and/or remote and rural communities		✓
Experience of managing volunteers either in a supervisory role, line management or equivalent.		✓
Experience of running training events and webinars		✓
Experience of using social media to engage with community groups and organisations		✓
A general understanding of the not-for-profit sector; health sector and/or dementia policy.		✓
Hold a driving licence and have access to a car		✓
PERSONAL CHARACTERISTICS	Essential	Desirable
Empathy with Playlist for Life's aims, values and objectives	✓	
Ability to work on own initiative but also as part of a team, with a willingness to 'pitch in' as required as part of a small organisation.	✓	
Self-motivated to be successful and achieve targets.	✓	
Willingness to sometimes work outside normal office hours to fit in with community requirements, possibly during evenings and /or weekends.	✓	
Able to combine strategic overview with consistent attention to detail.		✓
Hard-working, reliable and trustworthy with the ability to build trusting relationships with organisation	✓	
Pro-active, forward thinking and positive approach to the work you undertake	✓	
Able to work to tight timeframes	✓	
Solution focused and able to make good professional judgement	✓	
Be able to work from home or on their own initiative where appropriate.	✓	