



**Careers Information Pack
Empowerment Facilitator
Belfast and surrounding areas**

**Empowering
people with
dementia
to live well**

Hello

I'm Clare Watson,
the CEO of Dementia NI.
Thank you for your
interest in joining our
team and being part of our
life-changing charity.





Dementia NI is a unique and dynamic local organisation.

Working alongside people with dementia, our goal is to empower them to live well with dementia for as long as possible. Our members are all individuals living with a diagnosis and are at the heart of everything we do.

We have just celebrated our 10th birthday this year. We were set up in 2015 by five people living with dementia, who felt the voices of people with dementia weren't being heard. Alongside our members, we have made considerable progress in those ten years. I'm proud of the achievements our members have made, in raising awareness of dementia, breaking down the stigma that still exists and driving change in dementia policy and services.

We're excited about the future and will continue our unique work with our members, helping them have a voice in decisions that affect their lives.

We're also looking forward to welcoming new members and supporting more people living with a diagnosis of dementia across Northern Ireland to live well with dementia.

We cannot do this work alone but together with our incredible members, volunteers and staff, we can make real and lasting change for more people with a diagnosis of dementia. Thank you for your interest in working for us and helping to support the fabulous work and achievements of our members.

Clare Watson

Clare Watson
CEO



Our Organisation

Dementia NI is a local member led charity driving positive change for people living with dementia. We promote the right for people with dementia to be involved in decisions that affect their everyday lives.

By raising awareness, our members challenge the stigma of a diagnosis and offer support to others who are in the same boat and living with the symptoms.

Our Vision

**Everyone
Living
well with
dementia**

Dementia NI was set up by five people with dementia to enable them to have their voices heard and improve services for themselves and others. They felt that too often the voice of the person with dementia was not being heard and due to that stigma people were sometimes even afraid to talk to them. The founding members also wanted to raise awareness about what dementia is and to challenge the stigma they have to face on a daily basis, even in simple ways like the phrases used – NOT ‘dementia sufferer’ and instead a ‘person living with dementia’.

People with dementia are, and always will be, at the heart of our organisation. We want to work together to ensure that people with dementia are empowered to make their own decisions, have their voices heard and have the opportunity to live well with the right support from the point of diagnosis throughout their dementia journey.

Our Mission

**People
with
dementia
driving
positive
change**

Our Aims

Challenge the stigma of having a diagnosis of dementia

Empower members to campaign for the rights of people living with dementia

Support members to lead in awareness-raising and changing perceptions of dementia

Our Values

Dementia NI’s communication and structure is underpinned by the principles of our existing values:

- **Member led**
- **True to our purpose**
- **Being heard, understood and respected**
- **Inclusive and accessible**

Our Teams

Board of Trustees



Board of Trustees

We have a skilled and dynamic Board of Trustees, committed to ensuring strong governance and strategic direction for Dementia NI.

Reflecting the ethos of Dementia NI, our Board of Trustees includes board members with a diagnosis of dementia.



Development

Our Development department is made up of our Empowerment Team and our Campaigns and Membership Team.

Our Empowerment Team supports our members and facilitates our Empowerment Groups. Our 'In The Same Boat' service enables people to share experiences of what it is like living with dementia.

Our Campaigns and Membership Team supports member involvement in governance. The team also supports members to campaign for change, ensuring their experiences help drive positive change for people with dementia.

Operations

Our Operations Team provides administrative and practical support for the delivery of our organisation's objectives.

It provides vital support to our Fundraising Team and works collaboratively across the organisation - consulting, developing and implementing efficient systems which underpin our work and contribute to our ongoing success.

Fundraising

Our Fundraising Team is dynamic and innovative, committed to raising funds and awareness for Dementia NI. Whether it's community, corporate, individuals or In Memory, every donation counts and every donor matters.

Public donations are vital in delivering our life-changing work and our staff, members and volunteers all work together to help us achieve our goals. As your local dementia charity, we are proud that every pound raised, stays here and is spent here, empowering people across Northern Ireland to live well with dementia.

Communications

Our Communications Team promote our life changing work and services, amplifying the voices of our members & providing them with opportunities to challenge the stigma and change the conversation around dementia.

This team is responsible for engaging with our supporters and wider audiences to demonstrate our impact, share our key messaging and ensure our members voices are heard.

Member Story



Dementia NI Member Martin Murtagh, from Belfast, shares the journey he went on to accept his diagnosis and how the support he received from Dementia NI changed his life.

Realising something was wrong

I went to see my GP because I knew I was forgetting stuff and doing strange things like leaving the cooker on all night and leaving the taps on. My GP picked up on what was going on quickly. She sent me to the hospital to see a consultant who did tests to diagnose it. I was very truthful about what was happening. I didn't want to kid myself because I knew something wasn't right.

Eventually I had a brain scan done and my consultant sent for me very quickly after that. When she broke the news, I was in shock but I kept myself together.

Struggling to accept my diagnosis

I was diagnosed with Alzheimer's Disease. I was 63 at the time. At first, I was in denial and convinced that it must be a mistake. There was so much going on in my head. I was worried that life as I knew it was over.

After the diagnosis, I had begun going to a day centre for people with dementia but the people there were in a more advanced stage of the condition than I was. I stuck with it for a couple of months and went on outings and out for dinner with them. I appreciated the support but it wasn't the right place for me.

One day I came home from the day centre feeling a bit depressed. I told a lady from the charity Age NI, who would come in to take me out during the week, why the day centre wasn't working for me. She put me in touch with Dementia NI and I haven't looked back!

Finding Dementia NI

The day I went to my first Dementia NI peer support meeting, my life changed. I was hooked right away!

The Dementia NI Empowerment Groups are brilliant. I take great comfort in being able to talk to other people in the early to mid stages of dementia who know exactly what

it's like for me. Plus the craic is ninety. I've never seen anyone come along to one of those Groups and not come back!

If I hadn't been introduced to the Dementia NI Empowerment Groups, I might not be here. I'm convinced my dementia would've been more advanced. Those Groups are the best thing that could've happened to me.

I understand that some people might be reluctant to be diagnosed. But people need to know that it's important to diagnose dementia in the early stages. Okay, so you've still got dementia, but there's more medication available now than ever before so at least you can get some treatment.

And if you're diagnosed in the early to mid stages you can come along to the Dementia NI Empowerment Groups to meet others in the same boat and learn new things.

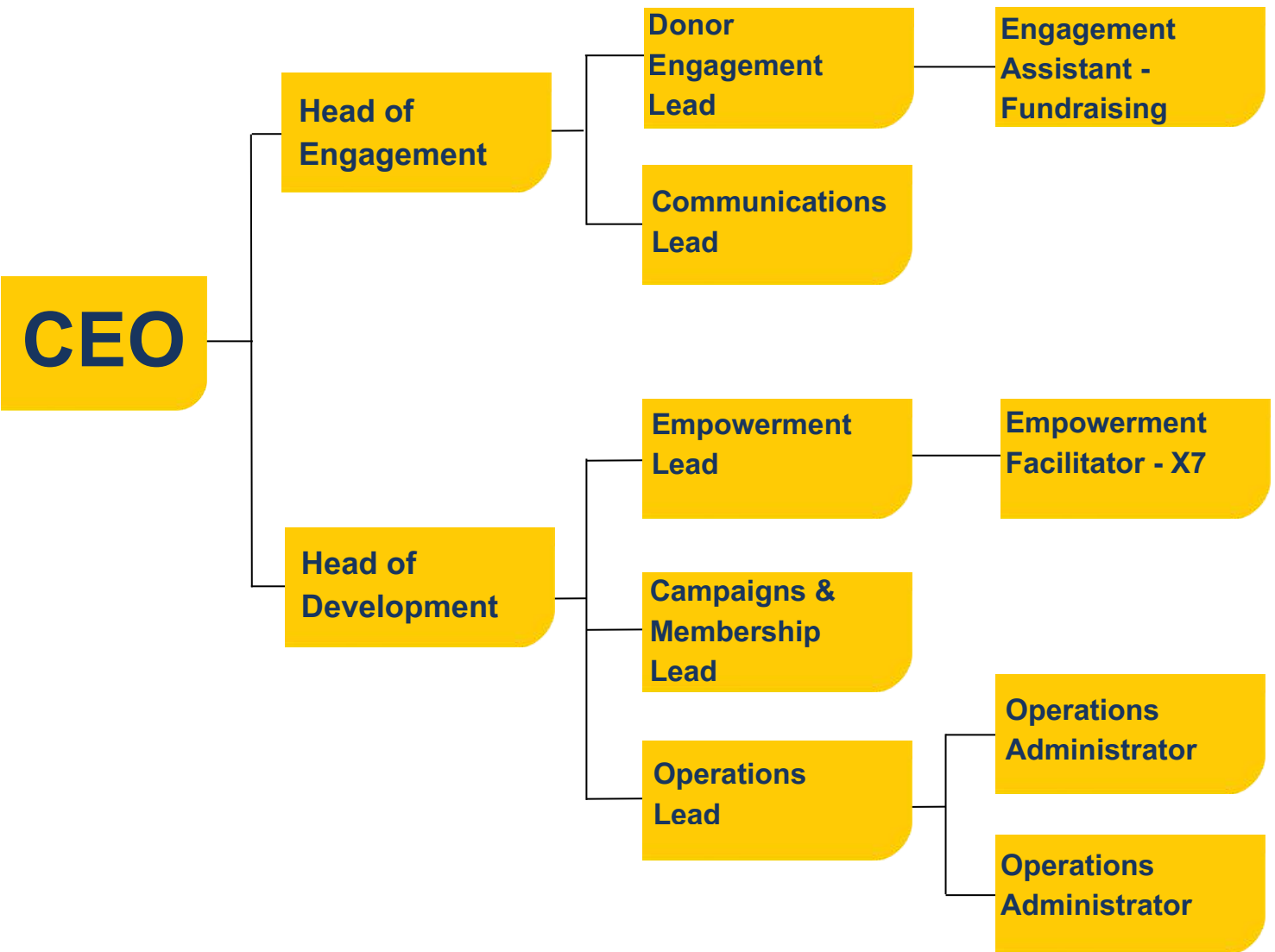
Working to challenge stigma

These days, I do a lot of work with Dementia NI to help people understand dementia better and reduce the stigma around it. Recently, I was pressing for Dementia NI members to be given ID cards. I knew the cards would help us to communicate our diagnosis when we're out and about and enable us to access support more easily.

Everyone in my district knows I have dementia. I don't hide it from anyone and I have never denied it. People are very accepting and have said to me, "Fair play to you Martin for getting on with things."

While the tablets may help, there is no magic cure for dementia and you need to help yourself and have a bit of willpower. Sometimes I have the urge to go into town on my own but I can't because I've gone missing on a few occasions in the past. But I'm about eight years on from my diagnosis now and I'm still enjoying life.

Our Structure



“My Induction into Dementia NI has been exceptional. The team have been so welcoming and supportive, and I have been given time to shadow others and get to know my job really well.

Excellent organisation to work with, very professional and they clearly value their staff.”

Diane Wilson, Empowerment Facilitator



Benefits of working with Dementia NI

At Dementia NI, we want you to have the tools you need to help empower and support people living with dementia.



Health and wellbeing

Your wellbeing is important to us at Dementia NI. We aim to give you the environment you need to lead a healthy life.

Our wellbeing offer includes:

- We provide 25 days paid annual leave. After 24 months this increases each year to reach 30 days paid annual leave.
- As well as the standard ten days of bank holidays per year, we offer an additional day on 13th July and an additional day at Christmas.
- We're a member of the Work Well, Live Well programme. You can get involved and help us develop our three year wellbeing action plan. This includes the appointment of a staff Health Champion and Mental Health First Aider.
- A 24-hour counselling and support helpline service is available through our health insurance scheme.
- We offer wellbeing breaks - 1:1 coffee breaks with other staff members.



Flexible working

We want everyone at Dementia NI to have the best work/life balance. Your line manager will work closely with you to make sure your schedule works for all. Depending on your role you may have the option to work partly from home and partly from the Dementia NI office, work part-time or modify your working hours. We have a great office space with access to outdoor space and free parking.



Health Care Plan

Dementia NI has a policy with Health Shield which gives you benefits towards aspects of your health care such as dental, optical and physiotherapy appointments. You'll also have access to My Wellness services which include direct access to a GP, a 24-hour counselling helpline and discounts from great brands.



Pension Scheme

Dementia NI provides a workplace pension scheme through People's Pension with a 5% employer contribution. Dementia NI also offers a salary exchange option for pension contributions to our employees



Training and development

We'll work with you to ensure you get the right training for your role. We know you're passionate about offering high quality support to people with dementia. Our resources will help you grow your skills and confidence.

"I provide support to ensure the smooth running of the organisation. It's a diverse role with opportunities to collaborate with colleagues and teams across the organisation."

A highlight for me is being part of a supportive team who are genuinely passionate about our shared vision."

**Rebecca Crilly,
Operations Administrator**



Introduction to Role: Empowerment Facilitator

Thank you for your interest in the role of Empowerment Facilitator with Dementia NI.

This is an exciting opportunity to join our Empowerment Team working with and for people with dementia.

You will support the delivery of our Empowerment programme, as part of a skilled and motivated team of facilitators.

Our Empowerment programme enables people living with dementia to live well and make a positive contribution to the wider community.

It includes several Empowerment Groups throughout Northern Ireland and the development of peer support through our 'In The Same Boat' programme.

Our members also take part in a wide range of awareness raising activities and engage in research and consultations with other organisations.

The role is varied and rewarding. If you are passionate about ensuring that people with dementia have a voice and the opportunity to live well, this could be the role for you.

You will need excellent communication skills and you will really value engaging with people.

You will also need to have a good grasp of the importance of robust policies and processes, as these underpin our work. Both aspects are equally important in this role.

If you feel you have the right skills, experience and attitude to join our team we would love to hear from you.

I look forward to reading your application and learning more about you.

Ashleigh Davis

Ashleigh Davis
Empowerment Lead

Job Description

Job title:	Empowerment Facilitator – Belfast and surrounding areas
Grade and salary:	£27,135 - £29,790 FTE (Point 1 on scale)
Hours:	28 – 37.5 hrs per week – open to discussion
Responsible to:	Empowerment Lead
Location:	Home based within the designated area (Belfast) as outlined in your contract of employment. Travel within NI will be required from time to time to attend meetings/events/training.
Contract:	Permanent

Context

This is an exciting time to join Dementia NI and be part of a professional and positive team, working to support people with dementia to drive positive changes. You will work alongside the Empowerment Lead and Facilitators to support the delivery of the empowerment work within Dementia NI.

Job Purpose

To enable people living with dementia to live well and make a positive contribution to the wider community. To ensure that the voices of those living with dementia are heard on policy and practice issues affecting all people living with dementia in Northern Ireland. To facilitate peer support activities for people living with dementia.

Key Responsibilities

Empowerment Groups:	<ul style="list-style-type: none"> • Develop Empowerment groups as required to meet the needs of the organisation. • Enable people living with dementia to provide peer support and the sharing of experiences. • Through the Empowerment groups and other events facilitate people with dementia's involvement in improving services for people with dementia and their post-diagnosis support. • Plan and host Empowerment groups and activities for members both face to face and online as required. • Provide and participate in telephone/online/face to face support to members as required. • Organise networking opportunities, relevant local activities, and events. • Liaise with family members as required. • Support the recruitment and coordination of local volunteers who will assist with groups and other activities.
Membership:	<ul style="list-style-type: none"> • Process membership forms and keep up to date records of members. • Engage with potential and new members. • Support members attending meetings, conferences, and training.
In the Same Boat Peer Support:	<ul style="list-style-type: none"> • Work with our members to deliver a peer-to-peer service to those who have recently received a dementia diagnosis.
Risk Management:	<ul style="list-style-type: none"> • Assist in the development and implementation of member/ Empowerment group risk assessments and continually review and amend as and when required. • Follow necessary risk management requirements. • Adhere to safeguarding procedures and relevant external standards.
Communication (Internal & External:	<ul style="list-style-type: none"> • Attend and participate in internal and external meetings as required. • Develop and maintain appropriate professional relationships with members, their families, volunteers, colleagues, and stakeholders. • Support the promotion and marketing of the groups and the organisation. • Collaborative working – represent the charity at external events, and act as a champion for Dementia NI. • Signposting members and their families to relevant and appropriate services. • Gathering stories and case studies from members to highlight the work. • Actively contribute to the content of the Dementia NI Newsletter.

Awareness Raising & Education:	<ul style="list-style-type: none"> • Participate in external events and co-facilitation of awareness-raising training to encourage a more positive attitude towards people with dementia in conjunction with members. • Working with members and other stakeholders to provide a voice on Dementia throughout NI and beyond.
Recording:	<ul style="list-style-type: none"> • Ensure compliance with necessary recording requirements including CRM and responsibility for accurate and timely completion e.g., monthly reports, members' files. • Ensure all information is collated, recorded, and maintained in line with Data protection requirements.
Supervision:	<ul style="list-style-type: none"> • Fully engage in supervision with the Empowerment Lead • To assist in the supervision and training of volunteers within the service.
Training:	<ul style="list-style-type: none"> • Responsible for keeping abreast of current legislation and Dementia NI policies and procedures. • To actively maintain own continuous development plan.
Health & Safety:	<ul style="list-style-type: none"> • Implement and adhere to Dementia NI Health & Safety Policies and Procedures.
Other:	<ul style="list-style-type: none"> • On occasions to undertake other tasks as requested by management and which are in line with level of responsibility.

This job description is not definitive and may be altered to meet the developing needs of the project and charity.

Essential Criteria:

1. Experience of working collaboratively with other voluntary, community, statutory sector/ private sector organisations.
2. Evidence of facilitating client-led groups with the local community or as part of a voluntary and community sector organisation.
3. Excellent interpersonal skills and ability to relate to people particularly those who live with dementia, on a one to one and group basis.
4. Effective written and oral communications skills.
5. Ability to work on own initiative and within a team environment.
6. IT Competent in MS outlook, PowerPoint, Word, Excel.
7. Valid driving license and access to car to enable travel throughout Northern Ireland.
8. Ability and willingness to work occasionally unsociable hours including evenings and weekends as and when required.
9. Access to suitable broadband
10. Access to a quiet, confidential space in which to work.

Desirable Criteria:

1. A working knowledge of Safeguarding and Person-Centred Work Practices
2. Understanding of the nature of dementia
3. Experience of using CRM system

NOTE – This post is subject to an enhanced Access NI check.

Required Competencies

The successful candidate should demonstrate competence in some or all of the following which will be tested through the selection process:

1. **Technical and Professional Expertise:** Breadth and depth of facilitation experience across the scale and scope of the role.
2. **Strong written and oral communication skills:** Ability to effectively communicate and adapt style to meet the needs of a wide range of key stakeholders internally (including developing and maintaining appropriate professional relationships with members, their families, volunteers, colleagues, and stakeholders) and externally (including representing the charity at external events, and awareness raising activities). Acts as a champion for Dementia NI as well as co-facilitation of training.
3. **Accuracy and Attention to detail:** Strong accuracy and attention to detail in relation to recording data and maintain client files in compliance with GDPR.
4. **Relationship Building and collaborative working:** Strong interpersonal skills and ability to build relationships and work collaboratively internally and externally including with other voluntary, community, statutory and private sector organisations. Ability to lead and motivate key contacts to support fundraising.
5. **Risk Management:** Strong understanding of the importance of risk management and associated requirements, takes a proactive approach in the development and implementation of risk management processes, safeguarding procedures, and relevant standards.

Please note the above competencies will be explored as part of the selection process.

Our Values



Member led



True to our purpose



**Being
heard,
understood
and
respected**



**Inclusive
and
accessible**





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