



### **ADMINISTRATIVE SUPPORT OFFICER, BEESTON MEMORY CAFÉ**

Beeston Memory Café opened in September 2014. It is a safe, friendly place for people living with dementia in the community **and** those supporting them to enjoy time together through a varied programme of social and art and craft-based activities.

The Trustees are seeking to engage someone to provide administrative support who will provide a consistent presence at Memory Cafe sessions (1.30-4.00 on Thursdays) and will also undertake clerical duties outside which should average a further two hours per week in addition to this time.

The Memory Café has a regular attendance of 40 – 60 people, which includes those living with dementia, their carers/supporters and volunteers.

It meets between 2.00 – 4.00 pm every Thursday at Middle Street Resource Centre, Beeston.

Remuneration £50 each week the Café operates

Please see Memory Café website: <http://beestonmemorycafe.com>  
for detailed Role description and application form

Applications via email to [info@beestonmemorycafe.com](mailto:info@beestonmemorycafe.com)

Closing date: **Friday 14<sup>th</sup> December 2018**

Interview date: **Tuesday 8<sup>th</sup> January 2019 (am)**