

BEESTON MEMORY CAFÉ ADMINISTRATIVE SUPPORT OFFICER ROLE DESCRIPTION

Role title: Memory Café Administrative Support Officer
Location: Beeston, Nottingham
Rate: £50 each week the Café operates

Beeston Dementia Friends Trustees wish to engage an Administrative Support Officer for Beeston Memory Café. The Café currently operates on each Thursday afternoon throughout the year at The Middle Street Resource Centre, Beeston.

Purpose:

The successful candidate will provide administrative support at the 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. They will also attend the bi-monthly planning meetings held on a Tuesday morning at The Resource Centre.

Tasks:

- Pre-session tasks:
 - Collate the volunteer attendance rota and send a briefing email to volunteers before each session,
 - Help collate, produce and circulate the programme of sessions
 - Assist with updating the web site
- Session tasks:
 - To record attendance and assist in the registration of new members,
 - To assist with the practicalities and smooth running of Memory Cafe sessions
- Post-session tasks:
 - To promptly update the computerised Memory Café attendance record and various information lists regarding guests and supporters and volunteers in compliance with General Data Protection Regulations
 - Periodically to assist in the collation of information required for funders and other purposes
 - To provide information to the trustees as required for their bi-monthly meetings
 - To liaise with Middle Street Resource Centre management on practical issues
 - To carry out any further tasks which must be agreed in liaison with the Memory Cafe Management Group

Responsible to:

The Memory Cafe Management Group through the Secretary of Beeston Dementia Friends Trustees

Remuneration:

- £50 each week the Café operates

Annual leave:

The employee will be entitled to 6 weeks paid annual leave to be taken by agreement with the Chair of Trustees of Beeston Dementia Friends

Person specification:

Essential:

- Must have good computer and IT skills, including Email, Windows, Word and Excel
- Must have good administration and organisational skills
- Must be able to work in a flexible manner and manage time effectively
- Must be able to work confidentially. The Memory Café provides for a variety of users, some of them frail and vulnerable. The Administrator will be expected to preserve the confidentiality of Café users and volunteers both within the Café setting and outside and to comply with the Data Protection legislation. This applies to written records, electronically stored data and any other formal or informal information. Any inappropriate use of confidential information would be treated very seriously.
- Must have good communication skills - both written and verbal
- Should have experience of working as part of a team
- Should be a Dementia Friend or be prepared to undertake Dementia Friends Awareness session

Desirable:

- Skills in updating web site content

Contract:

Initial period of 3 months, then subject to 6-monthly review

Application process:

Completion of application form, supported by CV
CVs only will not be accepted

Interview Date: Tuesday January 8th 2019 (am)

To start as soon as possible afterwards