

BEESTON MEMORY CAFÉ COORDINATOR ROLE DESCRIPTION

Role title: Memory Café Coordinator
Location: Beeston, Nottingham
Rate: £60 each week the Café operates (currently 3 per calendar month)
Basis: Freelance/self employed only

Beeston Dementia Friends Trustees intend to engage a self-employed sessional Coordinator for Beeston Memory Café. The Café currently operates on three Thursday afternoons per month throughout the year at The Middle Street Resource Centre, Beeston.

Purpose:

The Coordinator will provide continuity/consistency between the different sessions by assisting with the running of the Café and performing some clerical duties outside sessional hours.

Tasks:

To be present for Memory Café sessions between 1.00 – 4.30pm at the Middle Street Resource Centre:

- Session tasks:
 - To assist with setting up the rooms and making ready for the Café session as directed by the organiser for that day
 - To help to co-ordinate the Café sessions along with nominated Trustees
 - To oversee the smooth running of the sessions along with Trustees
 - To refer any significant and/or safeguarding issues immediately to the Trustee responsible for that Café session
 - To liaise with the organiser of that afternoon's activity
 - To allocate volunteer roles
 - To attend volunteer briefing and debriefing at the beginning and end of Café sessions
 - To assist with clearing the rooms and storing information and equipment after Café sessions
 - To ensure that the Memory Café storage cupboards are kept in order and fully resourced
 - To update the computerised Memory Café attendance record and various information lists regarding guests and supporters and volunteers in compliance with Data Protection legislation.

At other times:

- To meet on a monthly basis with two nominated Trustees and provide progress reports to the monthly Trustees' meeting
- To liaise as appropriate with the Trustees regarding week by week running of the Café
- To liaise with Middle Street Resource Centre management re practical issues
- To coordinate the volunteers, ensuring that induction, supervision, appraisal, training and development are addressed

- To coordinate the volunteer rota to ensure that each session has sufficient volunteers available
- To liaise with the nominated Trustees regarding arrangements for the 3-monthly volunteers' meetings
- To minute the volunteers' meetings
- To maintain regular email contact with volunteers to ensure that they are briefed regarding future sessions
- To ensure that the Trustees receive regular oral and written updates regarding Memory Café matters, including bringing to their attention any issues regarding guests or volunteers
- To uphold the values, aims and objectives of the Memory Café in a professional and empowering way
- The Coordinator may be required to attend part of the monthly Trustee Meeting to present a progress report and to raise significant issues
- To carry out any further tasks which must be agreed in liaison with the Trustees

Responsible to:

Beeston Dementia Friends Trustees through two nominated Trustees

Remuneration:

- £60 each week the Café operates

Person specification:

- Must be a trained Dementia Friend or be prepared to undertake Dementia Friends Awareness training
- Should have experience of working with people with dementia and/or other vulnerable adults
- Should have experience of working as part of a team and working with volunteers
- Must have good communication skills - both written and verbal
- Should have good computer and IT skills, including knowledge and experience of Dropbox, Windows and Excel
- Must have good administration and organisational skills
- Must be able to work flexibly, enthusiastically and occasionally at short notice
- Must be able to work confidentially
- The Memory Café provides for a variety of users, some of them frail and vulnerable. The Coordinator will be expected to preserve the confidentiality of Café users and volunteers both within the Café setting and outside. 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

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