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**Sessional Dementia Friendly Meeting**

**Centre Space (DFMCS) Facilitator**

**Job Description**

**Job Title:** SessionalDementia Friendly Meeting Centre Space (DFMCS) Facilitator

**Pay**: £15 per hour on a sessional basis (+ travel expenses).

Please note that this is a freelance contract and the DFMCS Facilitator will be responsible for their own tax and national insurance.

**Hours of work**: Sessional work to cover four hours a week for 50 weeks/year (plus additional hours for training and support as agreed). Weekly DFMCS group time and day will be specified.

**Location**: Based at the DFMCS venue and home-based for any planning hours

**Reporting to:** STAND Chairperson through the STAND Lead Development Worker

STAND (Striving Towards a New Day) is a Fife Charity which encourages, supports and engages people living with dementia and their family and friends through peer support and other means to live a good life with dementia, continuing to use their skills and learn new ones.

STAND delivers multiple Dementia Friendly Meeting Centre Spaces (DFMCS) across Fife. DFMCS typically each run for 2 hours a week and through peer support, social interaction and therapeutic activity offer those living with dementia and their supporters, opportunities to live well with dementia, establishing new friendships, enjoying new activities and having fun.

**Tasks**

Facilitation of weekly group sessions:

* Set up the space on the date and time specified – be there 30 minutes before the space opens to ensure chairs, equipment and refreshments are available and stay on for 30 minutes after the group to tidy up and leave the space set up for the next incoming group
* For some locations it may be necessary to purchase refreshments and food and take them to the space – this is likely to be tea, coffee and cake/biscuits
* Work alongside group members to determine the types of activities they would like to do in the group. The Facilitator will be expected to develop a programme **with** members, taking into account their interests and concerns and highlighting opportunities for members who wish to, to participate in campaigning or other activities which educate policy makers and the wider public about dementia.
* Facilitate good conversations and peer support amongst group members – manage this in such a way that all attendees have the chance to say what is going on in their lives.
* Support people to identify and access other community based services as needed – if there is a demand then invite those organisations to visit the space to give out information and to make connections.

Plan/administer the weekly sessions:

* Liaise with STAND’s Administrator regarding any administration support needed for the following tasks
* Inform all attendees about any changes to the scheduling and timetabling of the group
* Maintain a record of attendees and group activities
* Report back to STAND Trustees about the structure, processes and outcomes of the groups (arranging and feeding back evaluations of the group as required by STAND)
* Market the availability of the space to local stakeholders
* Arrange to have an activity available in the space for each session(working within available budget to engage sessional creative practitioners)

Commit to additional hours to attend training and ongoing support (all additional hours paid at £15/hour):

Training includes:

STAND induction and in house training

* + A 15 hour online course run by Worcester University/Kirriemuir Connections for Meeting Centre facilitators,
  + Living Well with Dementia course
  + Fife Peer Network, PEER2PEER Essentials training
  + Fife Council Good Conversations course
  + Safeguarding training
* Active participation in the monthly facilitators meetings

**Knowledge, skills and experience**

**ESSENTIAL:**

* **Experience of supporting and/or working with people living with dementia and their family and friends. This can be either in a personal or professional context, or both**
* Willingness to learn, flexibility, good communication skills, good people skills and good organisational skills

\*Be well organised and able to operate independently, although support and direction will be available from Trustees and other volunteers/staff

* Be knowledgeable about or be prepared to learn about local support organisations and how to contact them.
* Be aware of personal limitations and when to refer to more expert clinical help and support or support and supervision from a STAND Trustee.

DESIRABLE:

* Prior experience of groupwork or working in a facilitator role
* Understanding of peer work and peer values ( training is available}
* Experience of group supervision and reflective practice

Disclosure Scotland checks will be required