



JOB DESCRIPTION

Job title: General Manager/Co-ordinator of Dementia Studio, Beeston

Location: NG9 1EL

Salary: £35,000 a year pro rata (£18ph)

Hours: Part-time (20 hours/week)

Responsible to: Named Trustee tbc

THE CHARITY

The aim of Dementia Studio is to enrich the lives of people with dementia living in the community and to support their carers. Dementia Studio was set up to meet the need for day activities tailored to individuals with dementia. Its distinctive focus is on enabling people with dementia to have fun and socialise through the use of creativity and imagination. Activities include music, exercise, conversation, crafts and occasional outings. It also runs sessions providing Couples Support, Carer Peer Support, Sporting Memories and Going Solo for bereaved carers. Dementia Studio (formerly Imagine Artsdem Broxtowe) is a Community Incorporated Organisation, registered charity no 1199448. It operates from the Royal British Legion Hall in Beeston, 16 Hallcroft, NG9 1EL.

JOB PURPOSE

To be responsible for all aspects of the day-to-day management of Dementia Studio, ensuring it provides high quality care and support in line with the charity's aims. To develop the charity's profile by promoting and publicising what Dementia Studio has to offer. To represent the charity at public events. To recruit, induct and manage a small team of staff and volunteers. To implement and maintain policies, processes and systems to ensure reliable service delivery and efficient administration, supported by a part-time administrator (7hpw).

MAIN DUTIES AND RESPONSIBILITIES

- Recruitment and induction of all staff, session leads and volunteers.
- Scheduling of Dementia Studio sessions for guests and staff three months in advance.
- Preparing monthly timesheets for payroll, paying staff and self-employed personnel.
- Organising training for trustees, staff and volunteers.
- Liaising with daycare guests and their carers in person and by email/phone/post as required.
- Building and maintaining relationships with partners such as Radford Care, Broxtowe Action Network on Dementia, landlords and donors.
- Quality assurance and regulatory compliance, including reporting to funders on grant expenditure as required.
- Maintaining the website and marketing in general.
- Reporting on all above activities at each Trustee meeting, currently 12 times per year.
- As the person on the premises most often, ensuring that these premises are kept secure, clean and tidy (e.g. oversee washing of tea towels, emptying of rubbish bins, hoovering etc.)
- Other duties and responsibilities commensurate with the role as and when required.

ACCOUNTABLE (WITH SUPPORT)

- Keeping attendance records of guests, volunteers, staff and visitors.
- Issuing invoices.
- Periodical review and dissemination of policies to Trustees, staff and volunteers.



- Seeing that benefactors and donors are suitably thanked/acknowledged.
- Maintaining a rolling calendar of activities, public events, internal and external meetings.
- Maintaining social media presence.
- Advertising Dementia Studio where considered appropriate.
- Keeping entries up to date on the Alzheimer’s Society Search Engine, Notts Help Yourself and Ask Lion databases or their successors.
- Ensuring there are posters or flyers as appropriate in local shops and on public notice boards.

PERSON SPECIFICATION

Criteria	Description	Essential or Desirable
Skilled communicator	Relates to people from all walks of life, adapting to the needs of people with dementia and able to explain complex ideas in simple language.	E
Digital literacy	Can communicate on Facebook, Instagram and edit the website	E
Experienced in management of people and services	Has managed small teams in a service-related context.	E
Understanding of the voluntary sector	E.g. gained through volunteering or work in a charity	D
Understanding of dementia care	Good knowledge of the principles of person-centred care, causes and progression of dementia and the carer role.	D
Efficient administrator	Can give examples of complex administrative achievements, able to prioritise effectively, meets deadlines.	E
Financial competence	Experience in managing a budget, numerate, can calculate pay from hours.	D
Initiative, creativity and a positive approach	Has a positive and engaging personality, a sense of humour and problem-solving skills.	E

Enquiries: admin@dementiastudio.org

To apply please send a CV and covering letter to: admin@dementiastudio.org, with ‘Job Application’ as the subject line. Deadline 28th March 2025. Interviews are planned for April 10th.