



a place to create and connect
for people with dementia and their carers

JOB DESCRIPTION

Job title: Co-ordinator of Dementia Studio, Beeston

Location: NG9 1EL

Salary: £35,000 pro rata for 20 hours per week (£18 per hour)

Hours: Part-time, flexible working with availability Monday & Tuesday 10:00-4:00

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. The charity currently has one part-time administrator, six sessional workers and fifteen volunteers. 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.

MAIN DUTIES AND RESPONSIBILITIES

- Recruitment and induction of all staff, session leads and volunteers.
- Maintaining policies, processes and systems to ensure reliable service delivery, supported by a part-time administrator (7hpw).
- 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.
- Outreach to social prescribers, voluntary and statutory services as well as prospective guests.
- Overseeing the website and marketing in general.
- Managing the premises.
- Reporting to Trustee meetings.
- Other duties and responsibilities commensurate with the role as and when required.

PERSON SPECIFICATION

Criteria	Description	Essential or Desirable
Skilled communicator	Able to relate to people from all walks of life and to adapt communication to the needs of people with dementia – e.g. able to explain complex ideas in simple language.	E
Digital literacy	Can communicate on Facebook, use Instagram and edit the website.	E
Experienced in management of people and services	Has managed small teams in a service-related context (1 year min).	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 and meet deadlines.	E
Financial competence	Experience in managing a budget, numerate, can calculate pay from hours.	D
Initiative, creativity and a positive approach	Can give examples of problem-solving skills.	D

Enquiries: admin@dementiastudio.org

To apply please send a CV and covering letter explaining how you meet the person specification to: admin@dementiastudio.org, with 'Job Application' as the subject line. Deadline June 6th, interviews June 19th, 2025.