



# PROJECT WORKER

Salary: £21,140 pro rata

21 hours a week

Fixed term: 31 March 2023

(with potential for extension,  
subject to funding)

**Angus Carers Centre**

**supporting carers**

Angus Carers Centre is a charity working **with** and **for** unpaid carers across Angus. Due to recent changes, this role is being re-evaluated and offers immense opportunity for growth. This role will suit an individual who wants to leave a legacy and be part of organisational and societal change, and is not afraid to challenge the status quo.

For an informal and confidential chat about the post and the opportunities ahead, contact our main office on 01241 439157.

## **Why you should consider applying?**

“After our son’s diagnosis with Autism in 2012 Angus Carers Centre have been a lifeline from the moment I called. It was a like a small weight had been lifted. Knowing someone was there that understood what we were going through and to guide us in the right direction was encouraging. That is when we knew we wouldn’t be alone in your journey with Autism.

Through the groups I have become friends with those in similar situations to ours, we have laughed (a-lot) and cried (a little) over the years.

I gained my confidence back, I grew a backbone, became better with confrontation and got to know and love our son for what he was and what he could achieve, not what he couldn’t.

Don’t get me wrong, there have been other groups/charities involved along the way which have also helped shape the young man our son is today but for me especially ACC has been paramount. So much so I became a volunteer, I was then known as Isabel and not Billy’s’ mum. Something that I had missed for a long time. I loved my Monday morning shifts on reception before lockdown. We all know how it feels when you get through to the Dr’s receptionist after the weekend. That was me but for carers. Not always the cheeriest of calls but I knew who could help them and they were soon directed to the correct care worker. It certainly made my Monday Morning.

Anyway enough about me,

If you have made the call to ACC well done if not, what are you waiting for, help is there.” – carer & staff member

# About Us

Established in 1996, Angus Carers Centre has grown significantly over the last 25 years, and we are now supporting nearly 2,000 registered adult and young carers. Our talented and passionate team of 14 staff and 50 volunteers ensure the needs of our carers are met. Together with our volunteers we strive to provide a first-class service to carers and their families, to make a lasting difference to their lives.

The social, political and policy horizon is changing, and we need to ensure that we provide the right support at the right time. We are entering a new and exciting chapter, and there has never been a better time to join our organisation.

You will form part of a newly established team and build authentic and empowering relationships with people affected by mild to moderate dementia, their carers, and partner organisations. But most importantly, you will put the voice of carers at the centre of what we do.

## Arbroath Meeting Centre

Originally developed in the Netherlands in the 1900s as a way of providing practical emotional and social support for those living with dementia, and their families. Meeting Centres are now spread all over Europe. At the heart of the Meeting Centre is a social club where people can meet to have fun, talk to others, and get help that focusses on what makes life great.

Meetings centres reduce social isolation, making participants happier, more socially connected and active, but they also reduce admissions to nursing homes improving people's independence and community connections. The multidisciplinary character of meeting centres impacts on those with caring responsibilities by tackling loneliness, feelings of being overburdened and improving physical health.

This is a pioneering project in Arbroath providing limitless opportunities to improve the lives of people with dementia and their families.

We are recruiting for two new project worker posts. The project worker will support our members living with dementia to engage in meaningful activities in the Meeting Centre, and assist in the day-to-day tasks associated with running the Centre.

# Job overview

Reporting to the Community Engagement Manager, the postholder will:

- Engage with participants with an authentic and supportive manner, ensuring they are involved in activities and opportunities enhancing their independence, choice and a sense of connection,
- Set up the venue ensuring it creates conditions for meaningful interaction, engagement and socialisation with one another,
- Along with team and volunteers design and deliver engaging activities align with the Meeting Centre outcomes and objectives,
- Clearing the venue at the end of the session
- Create a friendly and safe atmosphere by encouraging and helping participants to get involved in meaningful social and individual activities, and any lessons learnt captured and implemented,
- Develop and carry out one to one and group activities, using dementia-friendly techniques, materials and IT resources,
- Advise members and their families on other support services as appropriate
- Create and update development plans with individual members and their families,
- Work with members to evaluate progress towards goals agreed in their support plan, and inform the Community Engagement Manager
- Supervise activities and respond to the needs and requests of members,
- Assist in tasks such as making drinks, meals and washing dishes, setting up and tidying out the Meeting Centre,
- Participate in team and project meetings putting forward ideas and suggestions how the programme could be improved and further developed,
- Carry out any related administrative and financial activities as requested by the Programme Manager,
- Comply with the data protection regulations, ensuring that information on members remains confidential
- Undertake personal learning and development
- Maintain records as appropriate (e.g. service enquiries, families' records, training and evaluation).

## **The postholder will also:**

- Carry out the duties of the post with regard to Angus Carers Centre service policies and procedures, including Health and Safety
- Attend and contribute to regular supervision sessions and team meetings
- Undertake duties with a clear understanding of the service's policy on Adult Protection, ensuring the fulfilment of individual responsibilities in the management of any Adult protection issue which may arise
- Ensure financial procedures are followed
- Work as part of a team contributing to the smooth and effective running of the Meeting Centre
- Undertake any other duties as reasonably requested by the Community Engagement Manager.

The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

## **Key values:**

- Strong sense of integrity,
- Authentic and true to themselves and others,
- Compassionate and boundaried,
- Drive for social justice and equity

## **Qualifications and knowledge:**

- A good standard of general education and one year's relevant experience,
- Knowledge of safeguarding, health and safety, and data protection,
- Understanding of the needs of diverse individuals and communities,
- Full Driving License and a suitable vehicle for work with business insurance,

## **Experience**

- Direct experience of delivering services relevant to the post outlined above,
- Delivering programmes of group-based activities,
- Experience of working in a team
- Experience of working with external stakeholders including communities, voluntary and private organisations and individuals,
- Experience of partnership working, preferably in the Third Sector.

## **Knowledge, skills and ability**

- An understanding of dementia
- Understanding of public protection, equalities, data protection, information sharing and health and safety relevant to the work,
- Ability to build positive relationships with a wide range of individuals and agencies,
- Good oral, written communication and group work skills,
- Experience of completing outcome-based assessments/support plans with people,
- A high degree of IT literacy and demonstrated use of online applications and tools, including MS Office,
- Excellent social and interpersonal skills with the ability to communicate effectively with a diverse range of people at all levels.

## **Working hours**

21 hours per week subject to organisational needs. Some work may have to be undertaken outside office hours, including evenings and weekends.

## **Special conditions**

The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check.

## **Office Location / base**

The post is based at 8 Grant Road, Arbroath, DD11 1JN.

## **Equal Opportunities**

Angus Carers Centre is committed to being an Equal Opportunities Employer and we encourage candidates from diverse backgrounds to consider joining Angus Carers Centre.

## **Benefits:**

- Competitive pension scheme
- Training and development opportunities
- Employee Assistance Programme
- Free car park
- 29 days of annual leave
- Flexible working, subject to organisations needs