

tide – Together in Dementia Everyday

Job Description - Carer Involvement and Development Officer (Northern Ireland)

Job Title:	Carer Involvement Lead (Northern Ireland)
Responsible to:	National Carer Involvement Lead (Scotland and Northern Ireland)
Responsible for:	There are currently no line management responsibilities
Key relationships	Carer Involvement Leads– England, Scotland and Wales; Learning and Development Co-ordinators in each country; Impact Manager
Contract:	Permanent
Probation:	Four months
Hours	Part time (28hours per week) to be worked flexibly in accordance with business policies. This includes some evening and weekend working.
Location:	tide Head Office is based at 151 Dale Street Liverpool L2 2AH. Initially flexible home working will be a necessity. This post will require travel throughout Northern Ireland with occasional travel in the rest of the UK. Some occasional international travel to conferences and learning events may be necessary.
Salary Band:	£25,000 – 28,000 pro-rata depending on experience
Annual leave	25 days pro-rata plus Public Holidays

General context

There are an estimated 850,000 people in the UK living with dementia, supported by thousands of unpaid carers. Many family carers or friends of people living with dementia report that they receive insufficient support from health and social care services, leaving them feeling isolated, burnt-out and unable to look after their own well-being. The number of carers is set to increase over the coming years, so it is

vital that carers are given the opportunity to speak up for themselves and come together to raise their profile, voice their needs and influence better quality of care and support at all levels.

tide – together in dementia every day – is the UK wide involvement network for carers and former carers of people living with dementia, hosted by the Life Story Network CIC. tide is being established as a separate charity, with LSN becoming a wholly owned subsidiary company. The overall aim of tide carers' network is to improve their experiences as unpaid carers as well as the services available to those they care for. In recognition of these needs, the Big Lottery is providing a three-year grant for tide carer involvement network to become established in England, Wales and Northern Ireland.

Job Summary

The Carer Involvement Lead in Northern Ireland will work closely with the National Carer Involvement Lead for Scotland/ Northern Ireland, the Head of Business and Performance as well as a wide network of partners to establish, strengthen and increase the impact of tide across Northern Ireland.

Each of the Carer Involvement Leads will have responsibility for a designated geographical locality as well as a thematic lead, which may include one of the following: carers of people living with dementia from Black and Minority Ethnic Communities; young carers of family members with dementia; or carers from the lesbian, gay, bisexual, and transgender community.

The postholder will identify and support the recruitment of carers and former carers of people with dementia to tide, ensuring that their development needs are identified and met through our development programme. The CIL will enable the effective participation and involvement of carers and former carers as equal partners in any process at local, regional and national events and research programmes. The postholder will contribute to the design, development and co-ordination of data for the self-evaluation and any external evaluation of tide in Northern Ireland and the rest of the UK.

The postholder will identify and cultivate opportunities to build connections and working relationships with a wide variety of partners and stakeholders within the sector that will encourage the growth of the network as a whole and create opportunities for network members to have their voices heard and influence change.

The post holder will be expected to undertake a broad range of responsibilities and duties at local and regional levels within Northern Ireland. These include:

Working with current and former carers of people living with dementia

- Proactively identify and invite current and former carers of people living with dementia to join our growing tide carers involvement network in Northern Ireland and build its capacity whilst promoting and raising awareness;
- Bring together, empower and build the capacity of current and former carers to:
 - Challenge the perceptions of carers of people with dementia in society
 - Campaign for better support for carers of people with dementia
 - Influence government, legislation, policy and practice at local, regional, national levels – starting at the local level;
- Identify opportunities for current and former carers to be invited to and participate fully in events, where they can share their lived experiences to positively influence the future dementia care and support;
- Follow up new carer and former carer members in Northern Ireland, within four weeks of sign-up, to discuss their interests and explore how they might want to be involved in tide;
- Contribute to the co-development and co-delivery of our Carer Development Programme;
- Keep in touch with participants in the Carer Development Programme to maintain their interest and enable their involvement so that they can utilise their new skills and knowledge;
- Provide current and former carers with the emotional and psychological support before during and after any engagement process, including sending out briefing documents, alerting them to the nature of the audience, environment and key themes and messages required;
- Ensure current and former carers are provided with the relevant feedback on their impact so that they know how much they are valued and respected as experts by experience;
- Signpost current and former carers to any local or national resources, which may assist them when they highlight any issues or concerns regarding their day to day or previous caring role;
- Report any concerns regarding the potential vulnerability of current /former carers and people living with dementia to the National Carer Involvement Lead (Scotland and Northern Ireland) and Head of Operations in line with the organisation's Safeguarding and Protection of Adults Policy

Working with partners

- Within the agreed geographical locality, work with a range of partner organisations, for example Dementia Friendly Communities, carer organisations, local health and social care providers and commissioners as well as other community projects, to build awareness, promote tide and recruit new carer and former carer members;
- Work with the National Carer Involvement Lead to identify opportunities to establish and build effective partnerships and joint working, especially when this enables us to achieve economies of scale, minimise potential duplication and add value to strengthening the voice and involvement of carers and former carers of people living with dementia across Northern Ireland;
- Work closely and develop collaboration with Dementia Northern Ireland, designed to emphasize their shared aim of collective advocacy and to strengthen the scope of both networks to achieve impact;
- Take a lead role for tide for an area of work, working with National Carer Involvement Leads, other CILs, the Communications and Fundraising Manager and other colleagues as appropriate to have maximum impact and ensuring that carers and former carers are involved in any projects or other opportunities that arise;
- Work with the Impact Manager to collect the relevant quantitative and qualitative information, which will contribute to our internal and external evaluation to measure the impact, outcomes and reach of tide across Northern Ireland and the rest of the UK;
- Contribute to sharing the learning and work effectively with other partners as we establish tide across the UK;

General responsibilities

- Promote tide on social media in line with good practice and the organisation's Use of Social Media Policy;
- Liaise with the Business Support Officer to ensure that accurate information is recorded and maintained about all members in line with the organisation's Data Protection and Privacy policies;
- Work with the Business Support Officer to ensure that all practicalities for events are organised including: transport, equipment, expenses, travel arrangements, interpreting services, providing biographies and any promotional materials;

- Participate in regular supervision and appraisals with your line manager
- Participate in training and take personal responsibility for development in the role
- Pay due attention to health and safety at all times and where necessary risk assess venues prior to an engagement activity with particular reference to tide carers as volunteers, in line with the organisations Volunteering Policy and Health and Safety Policy;
- Undertake other tasks, duties or projects which may arise from time to time, which are commensurate with the general level of this post and as directed by your line manager.

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education/Qualifications	<ul style="list-style-type: none"> • GCSE grades A-C (or equivalent) in English and Maths 	<ul style="list-style-type: none"> • A relevant further or higher education qualification) in English • Vocational qualification 	Application form and certificates – request original copies at interview
Values	<ul style="list-style-type: none"> • Transparent • Tenacious • Inclusive • Empathetic 		Application, Interview & probation period
Experience	<ul style="list-style-type: none"> • Working with or caring for someone with dementia and understanding of the emotional and practical challenges families experience • Working in a participatory way and empowering people with particular needs to be fully involved as equal 	<ul style="list-style-type: none"> • Experience of coordinating the work of carer volunteers • Programme evaluation with the ability to extract valuable/key information in order to influence the future decision making process. 	Application form Interview & probation period & references

	<p>partners in meetings, training events or working groups</p> <ul style="list-style-type: none"> • Facilitating groups and workshop discussions • Speaking at conferences and events • Working on projects to achieve specific outcomes • Using creative ways of engaging and working with diverse communities, e.g. BAME, LGBT or young carers of people living with dementia 	<ul style="list-style-type: none"> • Working or volunteering with an organisation that supports carers • Experience of supporting adults who may be in need of care and support, as defined in the Carers and Direct Payments Act (2002) <p>Caring for Carers Strategy (2006) and other relevant national policies</p> <ul style="list-style-type: none"> • Using a human rights based approach • Organising conferences and events 	
<p>Knowledge</p>	<ul style="list-style-type: none"> • How the health, social care and voluntary sectors work in Northern Ireland • Confidentiality, privacy and requirements of General Data Protection Regulations and the Data Protection Act 2018 • Current Government policy and legislation relevant to dementia and carers of people living with dementia in Northern Ireland. 	<ul style="list-style-type: none"> • Knowledge of the various approaches to programme evaluation and in particular Theories of Change • Understanding of different types of dementia, their impact on a person's ability to live well and the impact on their carers 	<p>Interview / application form</p>

<p>Skills/Abilities</p>	<ul style="list-style-type: none"> • Team player, but also able to work on own initiative • Considerate, sensitive and empathetic towards others • Excellent verbal and written communication skills • Working understanding of Microsoft applications in particular Word, Excel & Powerpoint • Able to get on with people from all walks of life and at all levels within organisations • Good presentation skills and ability to adapt when talking to or meeting with different audiences • Ability to collate and analyse information • Organisational and administrative skills 	<ul style="list-style-type: none"> • Good working knowledge of the Internet and IT skills including databases • Good working knowledge of social media especially twitter 	<p>Application form/ Interview / references</p>
<p>Work Related Circumstances</p>	<ul style="list-style-type: none"> • Willing to carry out all duties and responsibilities of the post in accordance with the LSN and tide's equal opportunities and diversity policies • Willing and able to travel across the designated region regularly 		

	<ul style="list-style-type: none"> • Willing and able to travel across the UK with occasional international travel to conferences or other learning events • Willing and able to stay away from home overnight occasionally • Must have a full driving license and access to a vehicle • Willing and able to work flexibly if required 		
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Our Values	Our Behaviours
Transparency	We will be upfront, open, and honest with ourselves and others. To build trusting relationships, we will share our rationale for making decisions and taking actions even when this may be difficult to do.
Tenacity	We will have the courage and resilience to remain dedicated to our mission and have the humility to consider alternative ways of doing this where this will lead to a greater impact on improving people's lives.
Inclusion	We will always value the diversity of perspectives, experiences, knowledge, skills, cultures and beliefs that people have to share and contribute in the pursuit of our mission. All voices will be welcomed and all contributions recognised.
Empathetic	We will aspire to understand the feelings of everyone we work with so that they feel valued and respected.

Signed: _____ Print Name:

(Post Holder)

Signed: _____ Print Name:

(Manager)

Date: / / 2019