

ANDOVER MIND
Dementia Advisor- Person Specification

ESSENTIAL CRITERIA

We believe that the following requirements are important to the role:

Full and valid UK driving license with access to a car

EDUCATION AND QUALIFICATIONS

- A good standard of education, preferably qualified to A level/NVQ 3 or equivalent or experience within the Adult Health and Care field and or voluntary sector

SKILLS AND EXPERIENCE

- Excellent written, telephone and verbal communication skills
- Excellent organisational and time management skills
- Competent in the use of IT and proficient in the use of emails
- Experience of working with statutory or voluntary agencies
- Experience of record keeping and report writing
- An understanding of safeguarding
- An understanding of dementia
- An understanding of issues and challenges faced by carers

PERSONAL ATTRIBUTES/QUALITIES

- A non judgemental and empathic approach
- Good interpersonal and listening skills
- Punctuality and excellent time keeping
- Passion and commitment to producing better outcomes for people with dementia and their carers
- Attention to detail
- Work as part of a team
- Positive & flexible approach to working
- Excellent level of self awareness and personal development.
- Able to demonstrate a person centred approach

JOB DEMANDS

- Ability to support and motivate within a remote team structure
- Ability to work on own and as a member of a team.
- Ability to use initiative and work creatively and flexibly to achieve the objectives of the post.
- Ability to work flexible hours to meet the needs of the organisation
- Ability to self motivate
- Ability to network and build professional partnerships
- To be committed to the work of Andover Mind and to promote team working
- To work in accordance with the organisation's policies and procedures
- Awareness and understanding of the needs of people with mental ill health, dementia and their carers
- Understanding and commitment to the aims of Andover Mind
- An understanding of Equal Opportunities and how it applies to the work of a voluntary organisation

- To attend meetings and training courses as required
- To be proactive at contributing to the promotion and development of the service
- Commitment to attend supervision and training meetings