

JOB DESCRIPTION

Muddy Boots/Walking Boots Assistant Facilitator

Beyond Dementia is committed to delivering flexible, person-centred services that give people living with dementia and their carers real choice and the ability to maintain independence and control over their lives. We believe that:

- The interests and wellbeing of service users must be safeguarded at all times.
- Access to services should be free from discrimination based on gender, sexual orientation, culture, religion, or ethnic background.
- The social, cultural, and religious identities of service users should be recognised and respected.

Job Title	Muddy Boots/Walking Boots Assistant Facilitator
Job Role	To assist with the organisation of activities, attend sessions, and provide administrative support for the weekly Muddy Boots and Walking Boots groups for people with dementia and their carers. You will liaise with the group Facilitator, volunteers, and other Community Services staff and members to ensure smooth running of these groups.
Location	East (Kennet) and North (Lyneham) Wiltshire
Grade	SCP 20, £13.0668 per hour, FTE = £25,209.57pa
Hours of work	3.5 hours per-session, 9:00am to 12:30pm (Kennet) and 2:00pm to 5:30pm (North) every Monday except on Bank Holidays. 21 hours per-month total. 1 st Monday – Kennet (am) 3.5 hours, and Lyneham (pm) 3.5 hours 2 nd Monday – Kennet (am) 3.5 hours 3 rd Monday – Kennet (am) 3.5 hours, and Lyneham (pm) 3.5 hours 4 th Monday – Kennet (am) 3.5 hours
Responsible to:	Community Groups Coordinator (East)
Accountable to:	Beyond Dementia Chief Executive Officer on behalf of the Board of Trustees.

Confidentiality

The post holder will be expected to abide by Beyond Dementia’s confidentiality policies. All employees are required to observe the strictest confidence with regards to any service user information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to their work and its employees. You are required not to disclose any confidential information either during or after your employment with Beyond Dementia, other than in accordance with the relevant professional codes.

This job description lists the main responsibilities and duties of the role. We may need to add more specific tasks to this based on the needs of the service and those who it supports. This document may be subject to review and change in consultation with the post holder. It is not intended to be a contractual document.

Main responsibilities and duties:

- Assist with creating a welcoming environment
Foster a safe, respectful, and inspiring space where individuals with dementia and their carers feel encouraged to participate.
- Assist with the planning and coordination of sessions
Working with the Facilitator, assist with the planning of visits and walks that are interesting and appropriate for the groups. Assist with the communication of dates and activities planned for each date clearly with members, volunteers, and any venue staff. Adapt plans responsively based on group needs.
- Deputise for the Facilitator and lead the groups in the event the Facilitator is unavailable (e.g. sickness/holiday).
- Support participants
Welcome and support members and encourage them to enjoy to their full potential. Accompany and assist members on the various outdoor trips as part of the group. Support referrals from Beyond Dementia colleagues, and wider community contacts. Facilitate referrals or signposting to additional support services as appropriate.
- Support volunteers
Develop and maintain constructive and positive relationships with volunteers and paid members of staff. Liaise with the Facilitator and Volunteer Coordinator on any feedback/volunteer needs.
- Maintain attendance and records
Ensure Facilitator is provided with accurate attendance numbers, registers, contact lists, and registration forms.
- Assist with session logistics
As directed by the Facilitator, assist with the management of venue bookings, planning, pre-visits, risk assessments, etc. to ensure smooth delivery of each group session.
- Personal development
Participate in induction, supervision and appraisal processes. Undertake training, evaluation and mentoring as provided

Person Specification

Essential:

- Experience coordinating or supporting community-based activity.
- Enjoyment of outdoor working in all weathers.
- Excellent organisational and time-management skills.
- Strong interpersonal skills with a warm, supportive manner.
- Clear and confident verbal and written communicator.
- Commitment to safeguarding, inclusion, and equality.
- Clean driving licence and own car.

Desirable:

- Experience working with older people or people living with dementia.
- Experience supporting volunteers.
- Basic IT proficiency for admin tasks (e.g., email, spreadsheets, attendance logs).

ADDITIONAL INFORMATION

This role requires flexibility, initiative, and a proactive, compassionate approach. A DBS check will be required before an offer of employment can be made.

Working Conditions / Environment

The post holder should be confident in working both independently and alongside the Facilitator, using their own judgement to resolve practical issues.

It is expected that the post holder will manage their workload and time effectively, particularly in the lead-up to group sessions.

Physical Effort

The role will involve local travel. The Assistant Facilitator will not provide group members lifts to locations.

Conduct and Compliance

All employees must adhere to Beyond Dementia's codes of conduct and policies as outlined in the Staff Handbook. Employees are expected to act professionally and ethically and comply with relevant governing body regulations.

Equal Opportunities

Beyond Dementia is committed to providing equal opportunities for all employees and service users. We welcome and encourage applications from individuals of all backgrounds, regardless of age, gender, ethnicity, religion, disability, marital status, or sexual orientation.

Data Protection

All employees must adhere to organisational policy regarding data protection and GDPR. Confidentiality must be upheld at all times, both during and after employment.

Health & Safety

Employees are responsible for promoting and maintaining a safe and healthy environment, in line with organisational policy and legal obligations.

Safeguarding

All staff must be familiar with and follow Beyond Dementia's safeguarding policy and procedures. This includes completing safeguarding training appropriate to the role and being vigilant in promoting the wellbeing of all participants.