

**Family Support Coordinator**

Better Understanding of Dementia for Sandwell (Buds) are looking for someone to join our busy team supporting families living with Dementia in Sandwell. You will support families living with dementia by providing advice and information about dementia, facilitating peer support groups for carers and families in each of the 6 towns and arranging various social events throughout the year for families. You will also actively promote Buds across Sandwell, attending promotional and networking events and giving promotional talks as required.

**Location:** Barlow Community Hall, Oldbury but will be expected to work in various community settings.

**Closing date: 10th February 2023**

**Interview date: 16th February**

**Contract:** 12 months initially

**Hours:** 20 hours per week

**Salary:** £11 per hour

We are looking for people who have

**Knowledge**

* Knowledge of the different types of dementia.

**Experience**

* Previous experience of working in the voluntary sector.
* Previous experience of liaising with external agencies to raise the profile of services
* Previous experience of providing support to others within your own role

**Skills**

* Good level of oral and written communication skills.
* Proactive and motivated with the drive, passion and commitment to succeed.
* Must be able to prioritise and manage a varied workload.
* Demonstrable commitment to service and care excellence.
* Ability to build and maintain long-term relationships with internal and external stakeholders.
* Must be computer literate and have a working knowledge of IT systems including Word and Excel documents.

Please contact Claire Mahmood on 07498293677 or email Claire.mahmood@buds.co.uk for more information and an application pack.