



**Pilkington  
Family Trust**

# Dementia Activities and Welfare Support Co-ordinator





## About us

Formed in the 1920s we have a long history of providing services for retired Pilkington employees and their family members across the UK and overseas.

From our base in St Helens we support over 6,000 individuals, with our welfare and community support services focusing on supporting retired Pilkington employees and their families across the UK and beyond.

We deliver a range of social prescribing activities which provide practical and emotional support, promote health and well-being and tackle social isolation.

We offer specialist services including personalised respite care for beneficiaries and members of the community who are over 60 in our purpose built respite facility Ruskin Lodge in St Helens. We also deliver dementia support through our Admiral Nurse programme.



There to care when needed



# How we make a difference

## Our impact in 2023



Delivered

**19,135**

hot meals



Made

**3,701**

befriending telephone calls  
on our link up service



Organised

**27**

social activities for people  
living with dementia and  
their carers



Organised

**71**

day trips



Provided

**462**

respite stays at Ruskin  
Lodge



Delivered

**8,481**

frozen hot meals



Carried out

**4,797**

welfare visits



Our Admiral Nurse made

**245**

visits



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# Job description

**Location:** Enterprise Centre, St Helens

**Hours:** 37.5

**Reporting to:** Head of Welfare and Communities

**Salary:** £28,000 per annum

## Job Purpose

- To plan, organise and offer a range of activities, outings and events for people living with dementia and their carers, working in collaboration with the Admiral Nurse, Welfare Officers and our Day Centre Team.
- Provide support, guidance and information for people living with dementia and their carers and signpost to appropriate organisations.
- Play an active role to support our welfare activities.

## Key Responsibilities

- Offer a range of social activities for people living with dementia and their carer. This includes taking the lead in organising, planning and running events, outings and other appropriate activities.
- Maintain an up-to-date list of beneficiaries involved in the dementia social groups and record attendance at events on the CRM system.
- Identify suitable venues for outings, events and activities ensuring it is a safe environment for all those attending
- In conjunction with the Head of Welfare and Communities develop, agree and implement referral processes for dementia activities with the Admiral Nurse, Welfare Officers and if required external agencies.

- Provide telephone or in person support for people living with dementia and their carers to ensure they are accessing the services and activities available and signpost to appropriate organisations
- Identify how the dementia activities service can be developed with the Admiral Nurse, Welfare Officers and external agencies.
- Work with other dementia support groups in the area to look at the possibility of joint ventures, development opportunities and to make use of local resources.
- Carry out regular reviews of the service to ensure it is meeting the needs of those people attending the activities.
- Recruit and support volunteers to assist with activities
- Manage the budget for the service
- Support our welfare activities by engaging with beneficiaries over the phone, email and in person
- Provide day to day office support within our communities team

## Person Specification

Qualifications	Essential	Desirable
Dementia qualification		D
Experience		
Organising activities and events	E	
An understanding of the needs of people with dementia and their carers.	E	
Running activities for people with dementia		D
Managing volunteers		D
Skills and Qualities		
Work collaboratively and be able to prioritise workload	E	

Excellent verbal and written communication skills	E	
Excellent organisational and timekeeping	E	
Able to represent the Trust externally	E	
Driving licence and access to a vehicle	E	
Committed to the work of the Trust	E	
<b>Knowledge</b>		
Computer literate in Microsoft office programmes and ability to learn different bespoke software packages	E	
Knowledge of data protection legislation	E	



# Application process

## Candidates

Interested candidates are invited to submit a CV and cover letter to [kate.brown@pilkingtonfamilytrust.com](mailto:kate.brown@pilkingtonfamilytrust.com) outlining their interest, suitability, and vision for the role, and how they meet the requirements of the person specification in detail by 5pm on **26<sup>th</sup> February 2025**. Interested candidates are encouraged to submit early applications as the application window may close sooner than **26<sup>th</sup> February 2025** if a suitable candidate is found. **Interviews will be held on 6<sup>th</sup> March 2025**.

Pilkington Family Trust is an equal opportunity employer. We are committed to ensuring a fair and equitable recruitment process for all vacancies.

Please let us know if you require any reasonable adjustments to effectively access the recruitment process. If you would like any further information about the role or application process, please contact [kate.brown@pilkingtonfamilytrust.com](mailto:kate.brown@pilkingtonfamilytrust.com) who may arrange a conversation with the Head of Welfare and Communities.

Enhanced DBS check and driving licence and access to a vehicle are required for this role.



There to care when needed