

## JOB DESCRIPTION

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<b>Post:</b>	<b>Programme Leader, Training, Research &amp; Consultancy</b>
<b>Remuneration:</b>	circa £34k per annum (pro rata 0.8 FTE £27k per annum) dependent on experience
<b>Contract:</b>	Fixed term contract of 24 Months with the possibility of an extension, subject to funding
<b>Hours:</b>	30 hours per week over 4 days (Flexi-time system in operation)
<b>Location:</b>	Your normal place of work will be at home. However, you will be required to attend meetings at DA's office in Essex and travel to and work at various locations and client sites as determined by the needs of the business
<b>Responsible to:</b>	Head of Training, Research & Consultancy

[Dementia Adventure](#) is a multi-award-winning national charity, established in 2009. We think differently about dementia. We look at what people can do, not what they can't. We believe that with the right support, everyone with dementia can get outdoors, experience the well-being benefits of nature and enjoy more active and fulfilled lives. We provide supported dementia holidays (Adventures), and dementia training for family and friends, professionals and organisations.

**Our vision:** A more active and fulfilled life for everyone living with dementia.

**Our mission:** Supporting people with dementia to get outdoors and experience the benefits of nature.

**Values:** Positivity, Care, Connection, Empowerment, Inclusivity.

**Purpose of the role:** Research underpins all our work at Dementia Adventure. This role will explore and expand our research baseline and develop successful research partnerships. Design future research projects that enable the continued development of our training, consultancy and research-based support for a range of organisations and individuals. Deliver training, consultancy and research-based projects to a range of organisations and individuals, to enable more people living with dementia to live better through a connection with nature and a sense of adventure.

### **Main Duties and Responsibilities:**

- Collect and interpret research that is aligned with Dementia Adventure's vision and mission
- Identify relevant researcher facilities and other key stakeholders, to develop collaborative partnerships
- Work with researchers to collaboratively design and develop evaluated research projects
- Plan, organise and deliver training, consultancy and research-based projects with a variety of organisations and individuals
- Update the Client Relationship Management (CRM) with contacts, information and impact figures that relate to planned and delivered work
- Contribute to the formulation and delivery of annual training and development plans
- Attend team meetings at Essex HQ, and elsewhere as needed

- Contribute content such as case studies to Dementia Adventure publications from time to time
- Carry out any other duties commensurate with the post and agreed with the Head of Training, Research & Consultancy in a manner which actively supports and promotes Dementia Adventure's aims and policies
- Work to the best of your ability and act in the best interest of Dementia Adventure at all times.

## PERSON SPECIFICATION

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The post holder should be able to demonstrate that they have **experiences** and **skills** in each of the following areas:

### Experience

- Experience in academia, specifically the design and support of research projects is essential. Projects relating to people living with dementia and an understanding of the condition are helpful but not essential
- Experience in delivering training, facilitation and/or consultancy
- Experience in delivering nature-based activities would be desirable

### Skills

- Sound understanding of research methodology
- Strong analytical and problem-solving skills
- Exceptional verbal communication. Ability to prepare and present information to a variety of audiences to an excellent standard
- Ability to build strong, positive, and effective working relationships across a wide range of stakeholders
- Ability to maintain and develop a team working approach within Dementia Adventure
- Ability to deliver training whilst creating an understanding, empathetic and supportive environment
- Highly organised with the ability to plan and be responsible for own workload
- Familiar with a range of marketing and promotional methods including social media
- Good IT skills including Google Workplace and Microsoft services. Digital communication (Zoom) and CRM tools are desirable, although training will be provided

### Personal Attributes

- Passion and commitment to the aims and ethos of Dementia Adventure
- Awareness of and sensitivity to the needs and issues faced by people living with dementia and their carers

### Other

- A reliable car and a clean (or near clean) driving licence are essential
- Demonstrable commitment to the ethos of equality, diversity and inclusion.

**Equality, Diversity and Inclusion:** Dementia Adventure is committed to equality, diversity and inclusion, and is keen to ensure our team reflects the diversity of the UK. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

**Benefits Package:** Statutory annual leave entitlement (25 days plus 8 bank holidays FTE pro rata), rising by one extra day per 12 months of employment up to a maximum of 30 days, pro rata. Flexible working arrangements, contributory work-based pension scheme. We also offer a wider range of other staff-related benefits.