



**Pilkington
Family Trust**

Dementia Activities 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. You can view how we make a difference [here](#)

Our Mission Statement

There to support when needed

Our Core Values

Compassion

Ownership

Inclusivity

Excellence

Our Core Objectives

Enhance well-being through holistic support

Promote Independence

Deliver high quality, innovative services

Strengthen community connections



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Job description

Role: Dementia Activities Co-ordinator

Location: Head Office and venues within the St Helens area

Hours: 25 hours

Flexible working available Monday to Friday. However, availability on Wednesdays and Fridays is essential.

Reporting to: Head of Welfare and Communities

Salary: £18,666 per annum (pro rata from £28,000 FTE – pay award pending)

Job Purpose

This is a role where you can truly make a difference every day, bringing joy, connection, and meaningful moments for people living with dementia and their carers.

You will work collaboratively with our Admiral Nurse, Welfare Officers and Day Centre Team to plan, organise and deliver a diverse programme of activities, outings and events.

You will work in partnership with external stakeholders to identify, develop and implement joint programmes and activities.

Key Responsibilities

Activity Planning & Delivery

- Research and keep up to date with activities that meet the needs of people living with dementia and their carers.
- Develop and deliver group activities and events for people living with dementia and their carers.

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- Identify suitable and safe venues for outings, events and activities.

Programme Development & Review

- Continuously review dementia activities to ensure they meet beneficiary needs and reflect current best practice.
- Develop, maintain and regularly review referral processes for dementia activities in collaboration with the Admiral Nurse, Welfare Officers and external agencies where required.
- Work with local dementia support groups to explore joint ventures, shared development opportunities and effective use of community resources.
- Collect key performance information and evaluate activities.

Volunteer Coordination

- Recruit, support and coordinate volunteers to assist with activity delivery and events.

Administration

- Manage the budget for the service effectively and responsibly.
- Use our CRM system and Microsoft Office to administer all aspects of the service.
- Develop promotional materials for the activities offered.

Person Specification

Qualifications	Essential	Desirable
Dementia qualification		D
Activities qualification		D
Experience		
An understanding of the needs of older people	E	

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Running activities for older people	E	
Running activity sessions for people with dementia		D
Managing volunteers		D
Skills and Qualities		
Ability to work independently with minimal supervision	E	
Creative and ability to use initiative	E	
Excellent verbal and written communication skills	E	
Excellent organisational, prioritising and timekeeping skills	E	
Able to represent the Trust externally and build collaborative partnerships	E	
Driving licence and access to a vehicle	E	
Committed to the work of the Trust	E	
Budget management	E	
Knowledge		
Computer literate in Microsoft office programmes and ability to learn different bespoke software packages	E	
Knowledge of data protection legislation	E	

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Application process

Candidates

Interested candidates are invited to submit a CV and cover letter to Personnel@pilkingtonfamilytrust.com outlining their interest and suitability for the role by 5pm on 29th May. Interested candidates are encouraged to submit early applications as the application window may close sooner if a suitable candidate is found.

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 personnel@pilkingtonfamilytrust.com.

Please note an Enhanced DBS check will be undertaken by the Trust for this role.



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