

Role title	Community Connections Co-ordinator
Responsible to	Centre Manager/Day Service Manager
Location	Various

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The Community Connections Co-ordinator is responsible for setting up, delivering and evaluating a range of activity and support groups for people living with dementia. This includes drop-in sessions, therapeutic group activities, carer support, Dementia Café style provision and brain health and prevention initiatives. Delivery will follow a community hub model, with a regular presence in identified local venues or Alzheimer Scotland premises within the designated geographic area, typically operating for a half or full day per week. During these hub days, a range of flexible activities and supports will be delivered to meet local need. The postholder will ensure that all activities are person-centred, inclusive and designed to promote wellbeing, independence and meaningful social connection.

Working independently or as part of a two-person team, the Community Connections Co-ordinator will create a warm, welcoming and supportive environment where individuals feel respected and valued. They will plan and adapt activities to meet the diverse needs of participants, ensuring sessions are engaging, beneficial and therapeutic. Promoting the service locally and building relationships with community partners will be key to increasing awareness, accessibility and participation.

The role also involves supporting a small team of volunteers who contribute to the delivery of services. The postholder will provide guidance, encouragement and informal supervision, fostering a positive team culture and ensuring volunteers feel confident and valued in their roles.

In partnership with the wider team, the postholder will evidence that services meet Alzheimer Scotland's Quality Guarantees, Scotland's Health and Social Care Standards and other relevant quality frameworks. This includes gathering feedback, monitoring outcomes and developing activities in response to local need, ensuring continuous improvement and high-quality, responsive support for those accessing the service.

Key responsibilities

Role specific responsibilities

- Identify and secure appropriate community venues for group activities (where no DRC is available), ensuring spaces are dementia-friendly, accessible, and suitable for community-based delivery.
- Lead the development and organisation of social, recreational and therapeutic activities, interests and support groups.
- Lead on a range of planned and evidence-based activities and group events that meet agreed outcomes for each person supported, monitoring progress and adopting safe practice.
- Advertise and promote activities and events, ensuring that local people living with dementia and carers are aware, feel encouraged and can access groups and events to increase opportunity to socialise, access meaningful activity and support.
- Support people living with dementia and their carers who may drop into a group event and may require support, information and/or advice.
- Create and maintain processes that ensure all activities and events are organised, promoted, and supervised effectively.
- Work with colleagues to ensure a collaborative culture of continual improvement and creativity, creating a range of planned and evidence-based activity and support groups, and contribute towards the review and evaluation of these.
- Ensure a therapeutic, warm and welcoming environment conducive to delivering high quality services
- Supporting people living with dementia and carers to achieve good outcomes using a range of resources, activities, support and signposting as appropriate.
- Work with the wider team to ensure safe practice and high-quality delivery of each of our services.
- Maintain service recording and documentation, including evidence of outcomes, in line with organisational standard and quality.
- Be responsible for ensuring your practice, knowledge and learning is maintained at the required level by attending at all mandatory and other learning events and opportunities, delivered in person or online learning through the Skills Development Hub
- Achieve and maintain the required knowledge, skills, learning, professional development, and Promoting Excellence Framework standard to meet Alzheimer Scotland's Quality Guarantees
- Initiate, develop and maintain effective working relationships with other partners working in the field of dementia, in the local voluntary, statutory and private sectors

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.

- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- Actively collaborate with peers and colleagues both internally and external to the charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- At all times adopt a positive approach to Alzheimer Scotland's commitment to building a diverse, inclusive and representative charity in all aspects of our work and seek to remove any barriers, wherever possible, to enable and encourage diverse and inclusive practice and participation.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Reviewed: February 2026

Person Specification

Community Connections Co-ordinator

This person specification should be read with the above job description for the post of Community Connections Co-ordinator. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
A relevant Practice qualification at SCQF Level 6 such as SVQ 2 Social Services and Health care or equivalent.		X
Knowledge and understanding of the Health and Social Care Standards and SSSC codes of practice		X
Good organisational skills and proven ability to manage own time and workload	X	
Understanding and/or experience of working with, or supporting people living with dementia and their families	X	
Good interpersonal and communication skills both verbal and written	X	
Experience of planning, developing, running and evaluating group activities and support.	X	
Competent in the use of Microsoft Outlook and IT systems	X	
Dynamic, self-motivated person who has the ability to work unsupervised whilst also being a team player	X	
Ability to communicate effectively with a range of people seeking support, health and social care professionals and any relevant others	X	
Understanding and knowledge of dementia, mild cognitive impairment and Brain Health	X	
The ability to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to management.	X	
Understanding of and engagement with the wider context of your work and the overall vision of Alzheimer Scotland	X	
Full and valid driving licence, access to a vehicle during working time and willingness to travel within a designated local area.	X	