

Community Action on Dementia Brent (CAD)

Job Description: Project Delivery Worker

Programmes: Maintenance Cognitive Stimulation Therapy (CST) and Carer's Understanding Dementia Workshops

CADBrent: is a Brent based charity formed by people living with dementia, carers, service providers and residents. Our aim is to create a dementia friendly borough.

Responsible To: Services Manager

Posted based at: - Based at 60 Ashford Road London NW2 6TU

Time frame: Ending March 27

Contract: Self-employed. £17.5k inclusive over one year.

Purpose of the Role

The Project Delivery Worker will prepare and deliver weekly Maintenance Cognitive Stimulation Therapy (CST) sessions, a programme of Carer's Understanding Dementia workshops as well as two celebratory events for our dementia community. The postholder will undertake all associated preparation, delivery, monitoring, evaluation and reporting, working within evidence-based frameworks and established multi-agency partnerships.

Key Responsibilities

Programme Preparation and Delivery

- Plan, prepare and directly deliver weekly Maintenance CST sessions in line with the recognised CST model and CAD-Brent standards.
- Prepare and facilitate Carer's Understanding Dementia Workshops, including structured input and supported group discussion.
- Adapt session content to participant needs while remaining within agreed programme frameworks.
- Create and maintain a safe, inclusive and supportive group environment.
- Support promotion, outreach and engagement activity.

Programme Delivery Responsibilities

Maintenance CST

- Deliver 90-minute weekly CST sessions.
- Record attendance, engagement and significant observations.

Carer's Understanding Dementia Workshops

- Facilitate three six-week programmes during the year, each made up of weekly two-hour workshops.
- six-week programmes (up to three per year).
- Work alongside NHS, Adult Social Care and VCSE partners.
- Administer pre- and post-programme surveys.
- Gather qualitative feedback and case studies.

Monitoring, Evaluation and Reporting

- Collect and record quantitative and qualitative monitoring data.
- Contribute to PREMS, PROMS and outcome analysis.

- Prepare funder-ready reports and KPI summaries.

Learning, Reflection and Service Development

- Engage in reflective practice supported by supervision.
- Contribute learning to service development and improvement.
- Participate in co-production with carers and people with lived experience.

Support, Supervision and What We Offer

- Monthly clinical supervision linked to CST delivery through Brent Memory Service Psychology dept.
- Access to CST-aligned training, structured session materials and evidence-based frameworks.
- Opportunities to work in a multi-agency environment.
- Project coordination, monitoring tools and administrative support.
- Opportunities to develop skills in evaluation and funder reporting.

Skills and Experience – Essential

- Experience of delivering group-based programmes or workshops.
- Experience working with people living with dementia and/or carers.
- Experience of collecting monitoring and evaluation data.
- Good written skills and confidence contributing to reports.
- Ability to work independently and collaboratively.

Send you expression of interest to

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