



Social Club Coordinator – Bessboro, Cork

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

We are recruiting for a Care Worker/ Social Club Coordinator for our Bessboro Day Care, Blackrock, Cork T12 HF70 who will report to the Operations Manager.

This is a permanent contract working 4 hours per month.

The purpose of the role is to coordinate and facilitate the Alzheimer Social Club on a weekly basis. The Social Club will provide activity sessions, music, information, support, and signposting for people living with dementia.

1-2 years' experience working in a similar role is essential. A FETAC level 5 qualification is desirable but not essential. Confidence in using IT/Email is also desirable.

Salary will be commensurate with the care sector, and dependent on relevant experience.

Further information on the role is available on The Alzheimer Society of Ireland's website <https://alzheimer.ie/careers/>

If you are interested in applying for this post, please submit a full and up-to-date CV and cover letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is the **31st July 2026**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION	
Job Title Social Club Coordinator	Job Holder:
Job Location: Cork	Reports to: Operations Manager

JOB PURPOSE:
The purpose of the role is to coordinate and facilitate the Alzheimer Social Club Coordinator on a weekly basis. They will provide information, support and signposting for and alongside people with dementia, their carers and families, local communities and public.

PRINCIPAL ACCOUNTABILITIES:
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> You will act as an introductory point of contact for clients, carers, families and representatives of the community who are often coming into contact with the Alzheimer's Society of Ireland (ASI) for the first time. A key focus is to build trusting relationships with all stakeholders, so they feel secure and welcome in the service. Respect the rights, dignity and confidentiality of all who attend. Coordinate & facilitate the Alzheimer Support Groups in line with the ASI guidelines for the operation. Ensure sufficient quantity and range of service literature is available and accessible for all person attending the groups.
<ul style="list-style-type: none"> Adhere to service provision guidelines, Health and Safety policies and procedures set out by the ASI. Assist in promoting a positive and safe environment for all attendees. Ensuring the room is set up and ready. To be responsible for arranging guest speakers

- Adopting a person-centred approach at all times and ensuring staff / volunteers do likewise.
- Maintain a register of all attendees.
- Staff / volunteer supervision and delegation of duties (when required).
- Returning detailed attendance figures to help establish service demands
- Lodgement of any donations received from attendees to designated bank account.
- Maintain all required record systems relating to management of the service and make available to National Office and Service Manager such records as required
- Ensure fair and consistent application of all Society policies and procedures and compliance with GDPR
- Respect the rights, dignity and confidentiality of all clients, their carers/advocates and all persons attending the groups.
- Escalate any health and safety issues or safeguarding concerns as required
- Reporting issues, queries, concerns to your line manager

The principal accountabilities outline the main duties. However, in an organisation such as the ASI, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

JOB HOLDER ENTRY REQUIRMENTS:

Knowledge (Education & related experience):

- Minimum of 1 -2 years' experience of working in a similar role
- Experience in health, social or disability care
- Experience of working with people living with dementia
- QQI Level 5 is desirable
- Training in dementia, care of elderly or related area an advantage
- Good planning, time management and organisational skills essential
- Strong Computer skills

Skills (Special training or competence):

- Ability to maintain confidentiality in respect of all staffing / volunteer and client matters
- Excellent communication and interpersonal skills
- Excellent organisational and prioritisation skills
- Accuracy and attention to detail
- Conscientious approach to work
- Ability to work independently and as part of a team
- Computer literate

KEY RELATIONSHIPS

<u>Internal</u>	<u>External</u>
Day Centre Managers/Nurse Managers	Clients, carers and family members
Home Care Co-ordinators	Suppliers
Operations Manager & Operations Team	GPs / PHN / Social workers
Dementia Advisers	HSE
Volunteers/Branches/Friends of ASI	Community groups
National Office Departments	

Job Description agreed by staff member & line manager