### Job title:
Academy Admiral Nurse

### Team:
Admiral Nurse Academy

### Location:
Home based (some travel and overnight stays)

### Hours of work:
37.5 hours

### Contract:
Permanent, full time

### Benefits include:
- 33 days (plus eight bank holidays)
- Pension - 8% contribution
- Enhanced maternity, paternity, adoption and shared parental leave

### Reporting to:
Head of Admiral Nurse Academy/Deputy Admiral Nurse Academy

### Direct report/s:
NA

### Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it’s important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

### Purpose of job

This post offers a unique opportunity to support the Admiral Nurse Academy in line with Dementia UK’s strategy 2020-2025.

You will assist the Academy team with the facilitation and engagement of Admiral Nursing practice, supporting Admiral Nurses in service development as well as in their professional development. The post holder will work alongside Admiral Nurse Leads in supporting a range of activities within the Academy, promoting
independent learning. You will also work closely with a broad range of teams across the charity to collaborate in developing the Admiral Nurse Academy.

The post holder will support teams within the clinical directorate with nursing expertise to enable service and practice development for increasing numbers of Admiral Nurses. The aim being to enable positive outcomes to be experienced by people living with dementia and family carers.

The post holder will have the opportunity to learn and experience many different areas of the academy to maintain their own development.

**Key accountabilities and responsibilities**

**Development and support for Admiral Nurses**

- In supporting the Academy team, the role will involve collaboration with other teams at Dementia UK to further develop the Academy to include all areas of new Admiral Nurse development (both practice development and service development)
- The post holder will be able to demonstrate an understanding of Practice Development processes and methodology enabling them to work supportively and collaboratively, enabling collective decision making to continuously explore, develop and evaluate Admiral Nurse practice and activity within the Admiral Nurse Academy
- The post holder will have an understanding of facilitation styles and be willing to learn a range of skills to enhance engagement
- The post holder will have an understanding of service development and commissioning processes to be able to support teams within the directorate with clinical expertise and knowledge
- Support the development of sustainable learning and education via the Academy that provide high quality support to families facing dementia
- Support the recruitment and retention of Admiral Nurses as well as ongoing clinical, service, operational and academic needs of nurses
- Support the business development team and insights and evaluations team to ensure clinical support is provided from the Academy to support and develop services
- Support Admiral Nurses in their continuing professional development and revalidation through Academy engagement empowering them to become independent learners.
- Assist in finding creative solutions to problems that arise to ensure that the Academy achieves the charity’s strategic aims, and the expectations of host/partnership organisations
Leadership

- Act as a role model to promote leadership in all Admiral Nurses and Support the Academy team in facilitation of sessions and events to develop nurses in a range of areas
- Act as a resource for Admiral Nurses and others on clinical issues, enabling the facilitation of evidence-based practice

Partnership and Accountability

- To represent Dementia UK and the Admiral Nurse Academy at relevant networking events, developing strategic relationships, and acting as a spokesperson for the charity
- Support the team with regard to research and publications; writing for journals, attending conferences and submitting abstracts where relevant

General

a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.

b) Have a strong working knowledge of Dementia UK’s vision, mission and impact.

c) To undertake all duties in line with the Dementia UK’s policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.

d) Undertake any other duties related to the job purpose and which may necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.
Person specification

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<tr>
<th>Criteria</th>
<th>Application</th>
<th>Test</th>
<th>Interview</th>
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<tbody>
<tr>
<td>Registered Nurse</td>
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<td>Post Registration qualification in a health and social care subject or relevant experience.</td>
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<td>High Level of Facilitation Skills</td>
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<td>IT literacy</td>
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<td>Presentation, promotion and communication skills to a wide range of audiences</td>
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<td>Expert practitioner and knowledge of dementia and therapeutic working with families and organisations</td>
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<td>Application of sources of research and research methods to evaluate and enhance practice</td>
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<td>Evidence of advanced communication skills - and a willingness to discuss and negotiate issues and ideas</td>
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<td>Demonstrate mentoring and problem solving skills</td>
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<td>Ability to work as part of a team and autonomously and the ability to work with internal and external stakeholders</td>
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<td>Ability to translate theory into clinical practice outcomes and evidence of practice development implementation</td>
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<td>Change management skills</td>
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<td>Experience of supporting systematic practice development/quality improvement and clinical supervision</td>
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<td>Full UK driving licence</td>
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<tr>
<td>Leadership Qualification</td>
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<td>Evidence of workforce development</td>
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<td>Completion of the Admiral Nurse Competency Framework Module</td>
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<td>Experience of developing and managing projects</td>
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<td>Experience/understanding of evaluation or audit</td>
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<tr>
<td>Excellent communication and interpersonal skills</td>
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<td>High level of credibility as a nurse and leader</td>
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<td>Calm under pressure with an ability to work in a dynamic environment, dealing with conflicting priorities</td>
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<td>Excellent Team-working skills</td>
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<td>Highly organised with excellent planning skills</td>
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<td>Able build and maintain relationships</td>
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<td>A highly motivated self-starter, able to work autonomously with minimum supervision</td>
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<td>Ability and willingness to travel on behalf of the Charity, including overnight stays as required</td>
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Our values

We listen, learn and collaborate
We are empowering, supportive and respectful
We act with integrity, transparency and accountability
We encourage creativity and innovation