



## Job Description/Person Specification

**Post :** YC&YAC Sessional Worker – Young Carers Team  
**Hours:** 0 hour contract / 12 hour per month  
**Salary:** £9.10 per hour

### Job Purpose

Working as part of a dynamic and dedicated team you will support young and young adult carers (carers) aged 5 – 25 to maximise their personal, social, health and learning experiences and achieve equal access to fulfilled lives. You will equip them to experience life as children, young people and young adults first, around caring.

To lead and/or facilitate activities organised by the Events and Activity Co-ordinator for carers. You will ensure a co-ordinated approach to delivering activities that comply with Carers Trust Solihull (CTS) procedures, session plans and risk assessments.

You will enable carers to achieve a break from caring, engage in peer support, develop their social skills and confidence to transition into community based activities.

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### 1 Functions specific to this role:

- 1.1 Operate in a team of staff and volunteers and take the lead in events, activities and training
- 1.2 Deliver activities in a safe, nurturing environment in line with session plans
- 1.3 Encourage members to share, contribute, develop and enjoy themselves during activities
- 1.4 Build rapport with new comers, encourage participation and help ease transition into group settings
- 1.5 Ensure members have a full understanding and are willing to follow the rules whilst attending any event or activity provided by CTS.
- 1.6 Respond appropriately to queries and/or issues arising from members including reporting and recording incidents and accidents
- 1.7 Comply and assist in the review of activity based and person specific risk assessments to ensure activities provided during sessions are safe and risks are managed.
- 1.8 Ensure evaluations take place to inform requirements of funders and performance indicators
- 1.9 Comply with confidentiality and data protection policies and ensure accurate completion of all relevant documentation. Take responsibility for keeping such information confidential and safe, and ensure that appropriate levels of confidentiality and safety are maintained in all areas of work.

- 1.10 Ensure the safety and welfare of others and carers by complying with the appropriate Health and Safety regulation and the employment of safe working practices

Be an active participant of the young carers team to collectively

- 1.11 Attend appropriate internal meetings
- 1.12 Maintain accurate records of contacts via various data collection methods
- 1.13 Use impact measurement tools and collect monitoring data to enable quantitative and qualitative evaluation of our service
- 1.14 Adopt behavioural change model in your practice with carers
- 1.15 Identify and respond appropriately to Safeguarding issues
- 1.16 Contribute to routine short Reviews of carers
- 1.17 Contribute to achieving individual grant funds for carers to achieve a quality of life around caring

Functions applicable to all staff

- 1.18 Contribute to the development and achievement of Carers Trust Solihull (CTS) strategic objectives
- 1.19 Provide a quality service
- 1.20 Promote a good image by being an excellent ambassador of Carers Trust Solihull when meeting with carers, members of the public or representatives from other organisations
- 1.21 Use CTS income and resources wisely and within your authority
- 1.22 Participate in appropriate training
- 1.23 Support volunteers and staff in tasks linked to your work
- 1.24 Adhere to CTS policies and procedures
- 1.25 Undertake other duties as required

**2 Work conditions applicable to this post:**

- 2.1 Various venues across Solihull borough
- 2.2 Some occasional travel may be necessary
- 2.3 Flexibility in times/ days of work required

**3 Accountability:**

- 3.1 Reporting to – Events & Activities Co-ordinator
- 3.2 Young Carers Team Manager

**4 Relationships:**

4.1 Internally

Young Carers team members  
Volunteers

4.2 Externally

Partnership organisations  
Carers and families

**Person Specification**

**5 Specific to this role:**

Essential:

- 5.1 Experience of working with children, young people and young adults

- 5.2 Experience of delivering activities and co-operating with session plans
- 5.3 Innovative and adaptable to meet changing environment, attitudes and behaviours of group
- 5.4 Effective communication skills at various levels
- 5.5 To operate within professional boundaries
- 5.6 The ability to communicate effectively with people and their families
- 5.7 To cope with challenging situations
- 5.8 Able to work on own initiative and as part of a team, having a mature approach
- 5.9 To be dependable and trustworthy
- 5.10 To have a flexible working approach to working hours (evening and weekends)
- 5.11 Training/ understanding of working with carers and their families
- 5.12 Car owner with valid licence
- 5.13 Excellent inter-personal skills
- 5.14 Good oral and written skills
- 5.15 Good organisational skills
- 5.16 Good understanding of Child and Adult Safeguarding
- 5.17 Excellent time management
- 5.18 Good IT skills

Desirable

- 5.19 Relevant qualifications
- 5.20 Knowledge of the demands and impact of caring on children, young people and young adults and the wide range of issues it can raise
- 5.21 Understanding of and sensitive approach towards the situation, needs and difficulties faced by carers
- 5.22 Innovative practice

**6 Applicable to all staff:**

- 6.1 Positive attitude
- 6.2 Emotionally resilient
- 6.3 Non-judgemental and respectful of others
- 6.4 Commitment to equality and diversity
- 6.5 Respectful of confidentiality
- 6.6 Excellent team player
- 6.7 Approachable and sensitive to issues
- 6.8 Able to work on own initiative within the boundaries of the role