



Job Description / Person Specification

Post: YC&YAC Events and Activities Co-ordinator – Young Carers Team
Hours: 22 hours per week
Salary: £22,736 to £23,276 pro rata

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 organise and assign the delivery of a variety of activities and learning experiences for young and young adult carers. You will ensure respite breaks from caring are accessible to all and reduces isolation, improves social development and peer support and aids transition to community-based provision. You will also share lead in organising local large events for Carers Trust Solihull (CTS).

1. Job Description - Functions specific to this role

- 1.1 Co-ordinate activities for carers including days out, clubs, residential trips, workshops, group support work and consultations
- 1.2 Prepare activity based and person specific risk assessments and session plans
- 1.3 Ensure activities are outcome focused and evaluation based and collect and monitor statistically information to inform future programmes
- 1.4 Regularly attend clubs to observe quality, compliance of procedures and preserve contact with young and young adult carers
- 1.5 Target hard to reach carers using a variety of methods
- 1.6 Produce and promote a programme of activities for carers
- 1.7 Apply effective and productive working methods, including planning ahead and adhering to timescales, to achieve positive engagement and experiences by carers, families, staff and partners
- 1.8 Co-ordinate staff and volunteers linked to your area of work and take responsibility for compliance of CTS policies and procedures
- 1.9 Routinely consult with carers to promote a user led service
- 1.10 Develop, maintain and coordinate effective working relationships with organisations and other partnerships linked to your work.
- 1.11 Organise and co-ordinate national and local events e.g. Carers Week, Carers Rights Day and Young Carers Awareness Day, plus ad hoc events
- 1.12 Be an active participant of the young carers team to collectively contribute to raising awareness of carers and their needs amongst relevant health, social care, educational and voluntary sector professionals
- 1.13 Attend appropriate internal and external meetings with other agencies on behalf of CTS
- 1.14 Maintain accurate records of contacts via various data collection

- 1.15 Seek out unidentified young carers by using a wide variety of mechanisms and our range of networks
- 1.16 Use impact measurement tools and collect monitoring data to enable quantitative and qualitative evaluation of our service
- 1.17 Adopt behavioural change model in your practice with carers
- 1.18 Contribute to CTS newsletters, electronic information and publicity material
- 1.19 Identify and respond appropriately to Safeguarding issues
- 1.20 Contribute to reception cover for the whole service and team specific duty
- 1.21 Encourage the community to engage in our Carers Friendly Communities agenda and activities associated with this
- 1.22 Participate with routine reporting and budgeting requirements
- 1.23 Contribute to routine short Reviews of carers
- 1.24 Contribute to achieving individual grant funds for carers to achieve a quality of life around caring

2. Functions applicable to all staff

- 2.1 Contribute to the development and achievement of Carers Trust Solihull (CTS) strategic objectives
- 2.2 Provide a quality service
- 2.3 Promote the good image of CTS by being an excellent ambassador of Carers Trust Solihull when meeting with carers, members of the public or representatives from other organisations
- 2.4 Contribute to fundraising via actual events, identifying opportunities, contributing to bid writing etc.
- 2.5 Use CTS income and resources wisely and within your authority
- 2.6 Participate in appropriate training
- 2.7 Support volunteers and staff in tasks linked to your work
- 2.8 Adhere to CTS policies and procedures
- 2.9 Undertake other duties as required

3. Work conditions applicable to this post

- 3.1 Office based but with regular travel across the borough – occasionally outside of borough depending on location of activity
- 3.2 Flexibility in times / days of work required, including evening and weekends

4. Relationships

- 4.1 Internally:
 - Young Carers Team Manager
 - Other members of YC team
 - Volunteer and Sessional workers staff and Drivers
 - Chief Executive Officer
- 4.2 Externally:
 - Carers and families
 - Professionals in other agencies providing services to carers

5. Accountability

- 5.1 Reporting to Young Carers Team Manager
- 5.2 Key performance indicators in accordance with the SLA and other contracts linked to your work

Person Specification

6. Specific to this role

Essential:

- 6.1 Highly organised and able to multitask
- 6.2 Experience in organising, co-ordinating and delivering Events & Activities for children and young people
- 6.3 Experience of writing risk assessments
- 6.4 Experience of evaluating your work, using a variety of methods
- 6.5 Experience of managing financial budgets
- 6.6 Experience of delegating and ensuring compliance of procedures amongst staff / volunteers assigned to your area of work
- 6.7 Effective oral and written communication at various levels
- 6.8 To operate within professional boundaries
- 6.9 Car owner with valid licence
- 6.10 Excellent inter-personal skills
- 6.11 Good understanding Child and Adult Safeguarding
- 6.12 Excellent time management
- 6.13 Good marketing skills
- 6.14 Excellent IT skills and familiarity with data bases or quick to learn new IT skills

Desirable

- 6.15 Relevant qualifications
- 6.16 Knowledge of relevant local services
- 6.17 Knowledge of the demands and impact of caring on children, young people and young adults and the wide range of issues it can raise

7. Applicable to all staff

- 7.1 Positive attitude
- 7.2 Emotionally resilient
- 7.3 Non-judgemental and respectful of others
- 7.4 Commitment to equality and diversity
- 7.5 Respectful of confidentiality
- 7.6 Excellent team player
- 7.7 Approachable and sensitive to issues
- 7.8 Able to work on own initiative within the boundaries of the role