



Job Description & Person Specification

Post:	Young Carers Activities Co-ordinator
Hours:	37 hours per week
Contract:	For 12 months with possibility of extension
Salary:	£22,863, £23,418 or £23,975 - depending on experience and skills

Job purpose

Working as part of a dynamic, fun and dedicated team you will support young and young adult carers aged 5 – 25 to maximise their personal, social, health and emotional wellbeing and achieve equal access to fulfilled lives.

You will plan and organise the delivery of a variety of activities and learning experiences for young carers. You will ensure respite breaks are accessible to all, improves social and emotional wellbeing, offers peer support and motivates young carers to participate in external community-based activities. You will also share lead in organising local large events for Carers Trust Solihull (CTS).

1. Job Description

- 1.1 Co-ordinate activities including days out, clubs, residential trips, workshops, group support work, consultations, one to one and group mentoring and Befriending
- 1.2 Prepare session plans and relevant risk assessments
- 1.3 Regularly attend young carers clubs to observe quality, compliance of procedures and preserve contact with young carers and Sessional Workers
- 1.4 Oversee the co-ordination and delivery of activities across the team
- 1.5 Ensure activity programmes are informed by evaluations and feedback
- 1.6 Target hard to reach young carers using a variety of methods, including provision of transport
- 1.7 Plan ahead and adhere to timescales to achieve positive engagement and experiences by carers, families, staff and partner agencies
- 1.8 Co-ordinate paid and volunteer staff linked to your area of work and take responsibility for compliance of CTS policies and procedures
- 1.9 Routinely consult with carers to offer a user led service
- 1.10 Provide group Supervision to paid and volunteer Sessional Workers and Drivers
- 1.11 Develop, maintain and coordinate effective working relationships with organisations and other partnerships linked to your work.
- 1.12 Organise and co-ordinate national and local events e.g. Carers Week and Young Carers Awareness Day, plus ad hoc events

Be an active participant of the young carers team to collectively

- 1.13 Contribute to raising awareness of carers and their needs amongst relevant health, social care, educational and voluntary sector professionals
- 1.14 Attend appropriate internal and external meetings with other agencies on behalf of CTS
- 1.15 Maintain accurate records of contacts via various data collection
- 1.16 Seek out unidentified young carers by using a wide variety of mechanisms and our range of networks
- 1.17 Use impact measurement tools and collect monitoring data to enable quantitative and qualitative evaluation of our service
- 1.18 Adopt behavioural change model in your practice with carers
- 1.19 Contribute to CTS newsletters, electronic information and publicity material
- 1.20 Identify and respond appropriately to Safeguarding issues
- 1.21 Contribute to Duty cover for the team
- 1.22 Participate with routine reporting and budgeting requirements
- 1.23 Contribute to achieving individual grant funds and short reviews 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 Hybrid working available between work and home
- 3.2 Requires 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

Person Specification

4. Specific to this role

Essential:

- 4.1 Highly organised and able to multitask
- 4.2 Excellent time management
- 4.3 Experience in organising, co-ordinating and delivering activities
- 4.4 Experience of writing risk assessments
- 4.5 Experience of evaluating your work, using a variety of methods
- 4.6 Experience of managing financial budgets
- 4.7 Experience of delegating and ensuring compliance of procedures amongst staff / volunteers assigned to your area of work
- 4.8 Effective oral and written communication at various levels
- 4.9 To operate within professional boundaries

- 4.10 Car owner with valid licence
- 4.11 Excellent inter-personal skills
- 4.12 Good understanding Child and Adult Safeguarding
- 4.13 Good marketing skills
- 4.14 Excellent IT skills and familiarity with data bases or quick to learn new IT skills
- 4.15 To offer flexible working hours, on occasions

Desirable

- 4.16 Relevant qualifications
- 4.17 Knowledge of relevant local services
- 4.18 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. Applicable to all staff

- 5.1 Positive attitude
- 5.2 Emotionally resilient
- 5.3 Non-judgemental and respectful of others
- 5.4 Commitment to equality and diversity
- 5.5 Respectful of confidentiality
- 5.6 Excellent team player
- 5.7 Approachable and sensitive to issues
- 5.8 Able to work on own initiative within the boundaries of the role