# CARERS SUPPORT CENTRE

# JOB DESCRIPTION

**Job Title** Working for Carers Project Worker

**Responsible to:** TBA

**Geographical Area** Predominately across South Gloucestershire with the potential for some activity in Bristol too

**Pay scale / rate of pay:** Up to £25,141 per annum, negotiable based on experience

**Hours of Work** 37.5 hours per week Monday to Friday plus occasional weekend/evening

**Place of work:** Carers Support Centre, Gill Avenue, Fishponds

**Aims of the Post**

**To:**

* Deliver the Carers in Paid Employment Pilot Project in partnership with South Gloucestershire Council and Clinical Commissioning Group.
* Work alongside employers and businesses in South Gloucestershire and potentially Bristol in order to identify carers in the workplace supporting them to develop carer friendly policies and working practices, to enable carers to continue working
* Support carers to remain in employment through a range of mechanisms, including the use of technology and volunteer support

**Main Tasks and Responsibilities**

**To:**

1.1 Work with employers, businesses and their staff to enable carers to combine employment and care by:

* Promoting the benefits of flexible working practices and policies to retain carers in their workplace
* Promoting the benefits of providing their employees with information on care and support services to enable them to combine work and care and diminish the chances of staff dropping out of the labour market at the onset of caring responsibilities
* Promoting the business benefits of supporting carers
* Providing information and signposting, including the development of an employers’ toolkit
* Delivering of training for carers and employers
* Developing in work carers’ support groups
* Trialling assistive technology and ICT
* Development of volunteer support for the cared for person, enabling the carer to remain in work
* Development of an accreditation scheme for employers

1.2 Identify carers in the workplace and ensure that they are aware of their rights and the support services available to them, as soon in the caring journey as possible.

1.3 Research, develop and collate accessible, tailored and updateable information and advice in a variety of media for carers in paid employment.

1.4 Develop training / induction materials / quality standards for employers and explore possible commercial opportunities around this in terms of project sustainability

1.5 Raise awareness of carers issues through networking and training events.

1.6 Work with CSC’s training co-ordinator to ensure that training is accessible and tailored to support the needs of employers, staff and carers.

1.7 Work with CSC colleagues and the volunteer manager to develop appropriate volunteering opportunities to meet working carers needs

1.8 Work with CSC’s Carers Support Manager to ensure that their team have up-to-date knowledge including signposting information about the support services that are available to carers in paid employment.

1.9 Identify and feedback any potential for broader corporate support or commercial opportunities from any business or employer.

1.10 Work with CSC’s Carers Support Manager to trial evening and weekend opening times for CarersLine in terms of accessibility for carers in paid employment

1.11 Project manage the delivery of the pilot

1.12 Be a key member of the multi-agency steering group

1.13 Contribute to the monitoring and evaluation of the pilot, using the carers star with individual carers and developing other methods of monitoring and evaluation with the steering group.

1.14 Provide update reports and attend the Carers Advisory Partnership (CAP), as required

**Additional Occasional Responsibilities**

The post holder will be expected as necessary to support colleagues by:

* 1. Identifying appropriate sources of information, advice, benefits, equipment and services which carers can access, and updating shared resource information to reflect this
  2. Actively contribute and participate in publicity events and represent CSC in a positive manner and to raise awareness of carers’ needs

**General Requirements**

The post holder will be expected to:

3.1 Possess the essential skills as detailed in the person specification

3.2 Adhere to and uphold CSC’s mission, vision, values, strategic aims, policies and procedures

3.3 Act with integrity and maintain the highest professional standards at all times

3.4 Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information

3.5 Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and as a provider of services to carers

3.6 Work collaboratively and to attend and actively contribute to team meetings

3.7 Actively identify own training needs and personal development, and to participate in training sessions when required

3.8 Take a flexible approach for this role and you may be asked to undertake other duties from time to time as determined by your line manager and in keeping with the purpose of the post and after consultation with the post holder

**April 2015**

**Person Specification**

***Important:*** *A person specification is an accepted method of identifying who, from a range of candidates for a post, most closely matches the needs of the organisation and the tasks outlined in the job description. It will be used at both short-listing and interview stages. The person specification is issued with the job description so that the applicants can make judgements themselves about their ability to do the job. When completing the application form please mention your abilities for each section of the person specification, failure to do so may affect your short-listing score.*

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|  | | **Essential** | **Desirable** |
| **Qualifications** |  |  |  |
| Project management qualification |  | D |
| **Experience** | Proven experience of delivering projects, achieving targets/milestones and reporting against outcomes | E |  |
| Proven experience of developing services/influencing change in a workplace / with employers or businesses or business organisations | E |  |
| Working knowledge of services for people delivered by voluntary and statutory organisations in South Gloucestershire | E |  |
| Working with voluntary and/or statutory agencies |  | D |
| Of prioritising workloads and dealing with competing demands | E |  |
| Able to work as part of a team, alone and under pressure | E |  |
| Experience of working with volunteers |  | D |
| **Knowledge** | A sound understanding of carers’ needs and the issues they present with | E |  |
| Sound understanding of legislation regarding carers and their rights in the workplace | E |  |
| **Interpersonal**  **Skills** | Able to build relationships and influence others | E |  |
| Good communicator, presentation skills and ability to adapt delivery style to meet audiences needs | E |  |
| Works on own initiative | E |  |
| **Technical Skills** | IT literate – good working knowledge of Microsoft Office suite of programs and databases | E |  |
| Proficient in use of social media in support of work objectives |  | D |
| ECDL or equivalent qualification |  | D |
| **Other** | Work in other locations, or at times outside normal working hours (ie in the evenings or at weekends) on an occasional basis, as required by the organisation | E |  |
|  | Ability to fulfil the travel requirements of the role ideally having access to a car and being able to drive | E |  |

**April 2015**