# CARERS SUPPORT CENTRE

# JOB DESCRIPTION

**Job Title** Carers in Paid Employment Project Support Worker

**Responsible to:** Carers in Employment Project Leader

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

**Pay scale / rate of pay:** £20,016- £21,955

**Hours of Work** 30 hours (4 days) per week plus occasional weekend/evening

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

**Aims of the Post**

**To:**

* Support carers to remain in employment through a range of mechanisms, including promoting the use of technology and volunteer support
* Provide support to the Project Leader in the delivery of the Carers in Paid Employment Pilot Project
* Identify and work alongside carers in the workplace providing support solutions to enable them to continue working

**Main Tasks and Responsibilities**

**To work with employers and staff to identify and support working carers by:**

* 1. Raising awareness of carers and helping them to self-identify
  2. Providing information and signposting to support carers
  3. Developing an employers’ toolkit
  4. Delivering training for groups of carers, staff and employers
  5. Sharing good practice through networking and training events
  6. Developing carers’ support groups at work
  7. Working with carers to trial assistive technology and ICT

* 1. Working with CSC’s training co-ordinator to develop and deliver a training programme to employers, staff and carers

1.9 Working with CSC colleagues and the Volunteers Manager to develop and pilot volunteer support to meet working carers needs

1.10 Researching and developing appropriate information and advice for carers in paid employment; and ensuring this is available to CarersLine

1.11 Contributing to the monitoring and evaluation of the pilot.

**Additional Occasional Responsibilities**

* 1. 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

**July 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** |
| **Experience** | Experience of developing and delivering training and networking events |  | D |
| Experience of providing support and/or information / signposting to individuals or groups | E |  |
| Experience of developing peer support groups |  | D |
| Experience of working with voluntary and/or statutory agencies |  | D |
| Experience of prioritising workloads and dealing with competing demands | E |  |
| Experience of working 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 |  |
| Understanding of legislation regarding carers and their rights in the workplace | E |  |
|  | Working knowledge of services for people delivered by voluntary and statutory organisations in South Gloucestershire | E |  |
|  | Familiarity with business practices / priorities and an understanding of workplace issues |  | D |
| **Interpersonal Skills** | Knowledge of assistive technology |  | D |
|  | Excellent communicator, with good presentation skills and ability to adapt delivery style to meet different audiences needs | E |  |
| Ability to work 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 (i.e. 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 |  |