**CARERS SUPPORT CENTRE**

**JOB DESCRIPTION**

Job title: Young Carer and Young Adult Carer (16-25 year olds)

Support and Development Worker

**Pay scale/rate of pay:** £22,937 - £25,440 (based on experience)

**Hours of Work:** 22.5 hours (3 days) per week, flexible to include occasional evening and weekend working

**Responsible to**: Young Carers Senior Development Officer

## Location: Carers Support Centre, Gill Avenue, Fishponds

**Aims of the Post**

**To:**

* Identify Young Carers (YCs) and Young Adult Carers (YACs) in Bristol & South Gloucestershire.
* Deliver the outcomes and outputs as required for the ‘Time for Change Project, funded by the Carers Trust (see document included in the pack for reference)
* Provide information, advice, guidance, emotional and practical support responsive to the needs of the YACs identified.
* Coordinate the provision of targeted workshops and activities to empower the YACs to make informed choices about training, education and employment.

**Main Tasks and Responsibilities:**

**To:**

* 1. Identify YCs and YACs, in Bristol and South Glos, carrying out assessments and offering support, for example 1:1 for those most in need based on the principles of trust, respect and dignity.
	2. Regularly review outcomes achieved from support provided by using a range of outcome based tools including Carers Star, to create and develop personal plans, building self-esteem, resilience and opportunities to develop new skills and open doors.
	3. Support and develop a core group (18+) of previously identified YACs encouraging wider participation

1.5 Plan, organise and where necessary lead social, leisure and learning activities for YCs and YACs involving volunteers and partners.

1.6 Develop and coordinate workshops for YACs in partnership with other organisations through needs assessments and surveys.

1.7 Provide quality, safe, activities and support for young people i.e. support groups, training and forums, with identifiable aims, objectives and outcomes

1.8 Provide information, advice, guidance, emotional and practical support that responds to identified YC and YAC needs

1.9 Raise awareness of YC and YAC issues and liaise with outside agencies to co-ordinate the support available making best use of all available resources

1.10 be responsible for the project promotion and administrative work , e.g. publicity, consent, record keeping, risk assessments, transport etc.

1.12 Keep appropriate monitoring, evaluation and recording materials including dedicated database, and contribute to reports where necessary.

**General Tasks and Responsibilities**

**To:**

* 1. Actively contribute and participate in publicity events and represent CSC in a positive manner and to raise awareness of carers’ needs.
	2. Adhere to and uphold CSC’s mission, vision, values, strategic aims, policies and procedures.
	3. Act with integrity and maintain the highest professional standards at all times.
	4. Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information.
	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.
	6. Work collaboratively and to attend and actively contribute to team meetings.
	7. Actively identify own training needs and personal development, and to participate in training sessions when required.
	8. 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.
	9. Attend supervision, appraisal and training as agreed with the workers line manager.

**Date: August 2015**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Professional qualification in Youth, Health, Education or Social Care |  | Yes |
| **Experience** | A sound understanding of young and young adult carers needs and the issues they present with | Yes |  |
| At least two years of experience developing, delivering and managing projects or services in the children, youth or family sector  | Yes |  |
| Experience of converting strategy into project management plans |  | Yes |
| Experience of monitoring outcomes and evaluating projects and services, including responding to the differing requirements of funding bodies.  | Yes |  |
| Experince of providing 1:1 support and carrying out assessments | Yes |  |
| Experience of developing and running workshops, groups and activities | Yes |  |
| Ability to prioritise work and deal with competing demands | Yes |  |
| Ability to work as part of a team and alone, and under pressure | Yes |  |
| **Knowledge** | Knowledge of Health & Social Care and Education systems, and of the Voluntary Sector  |  | Yes |
| Knowledge of Government legislation relating to young and young adult carers for example the Children and Families Act and the Care Act |  | Yes |
| **Interpersonal****Skills** | Excellent organisational and time management skills, and the ability to plan and prioritise work and respond well to challenges | Yes |  |
|  | Excellent interpersonal, communication, presentation influencing and networking skills, with the ability to relate to people from a wide range of backgrounds and at all levels in a variety of organisations | Yes |  |
|  | Ability to communicate appropriately with children and young adults, who may be experiencing stress.  | Yes |  |
| **Technical Skills** | Excellent computer skills –sound working knowledge of Microsoft Office, Excel, Power Point, etc | Yes |  |
|  | Social media skills – Facebook , twitter | Yes |  |
| **Qualities** | Commitment to high quality Carer focused services | Yes |  |
|  | A commitment to and an ability to work in accordance with Diversity and Equal Opportunities Policies.  | Yes |  |
|  | Ability to use initiative and come up with creative solutions to problem solving | Yes |  |
| **Other** | Ability to fulfill the transport requirements of the roleAble to work the occasional evening/weekend | YesYes |  |