November 2019

Dear Applicant

Re: Young Carers Support Co-ordinator

Thank you for your interest in applying for the above post within Southend Carers.

Enclosed are our Application form, Equal Opportunities form, Job Description and Person Specification. When completing the application, please refer to the Job Description and Person Specification, ensuring that your skills & experience are applicable or transferable to the role.

Please return your completed Application and Equal Opportunities forms, to admin@southendcarers.co.uk. If you are unable to complete the forms online, please submit your application in the post, addressed for my attention. Applications must be marked as private and confidential.

The closing date is 5.00pm on Monday 2nd December 2019, and no late applications or CVs will be accepted.

Shortlisted applicants will be invited to attend an interview on Tuesday 10th December 2019.

Yours sincerely



Siouxzanne Prior

Administrative Officer



29 - 31 Alexandra Street
Southend on Sea
Essex SS1 1BW

www.southendcarers.co.uk
01702 393933

**Job Description**

**JOB TITLE:** Young Carers Support Coordinator

**HOURS:** 21 hours per week can be worked flexibly but must cover weekly Tuesday evening and one Saturday/Sunday each month to maintain current provision

**SALARY:** £22,250 pro-rata per annum

**TERMS OF CONTRACT:** 3 year contract [Funded by Children in Need] 1st December 2019 until 30th November 2022

**RESPONSIBLE TO:** Chief Executive Officer

**OFFICE BASE:** Southend Carers, 29/31 Alexandra Street, Southend-on-Sea

**LIASING WITH:** All staff members from Southend Carers; Social Care; Health & Education Services

**Overall Purpose**

The aim of the Young Carers Support Project is to give young people (age 5 to 17 years) who regularly provide care to a dependent - a break from their caring responsibilities, enabling them to meet other young people who spend a substantial amount of time caring, diminish their sense of isolation, improve their health / well-being and provide valuable personal / social development opportunities.

**Job Summary**

Todevelop and deliver a full programme of activities, to meet the needs of Young Carers referred to the Young Carers Support Project - responding to individual requests from Young Carers, or their families, with information, advice and support as requested.

**Principle Duties and Responsibilities**

* To ascertain the needs of the Young Carers and to help to facilitate appropriate ways of supporting them & address identified needs
* Develop a range of weekly and monthly events, workshops, activities and trips, geared to enabling Young Carers to enjoy peer interaction and age-appropriate activities; alleviate stress & reduce anxiety; encourage their involvement and participation in social activities & events. This is to involve Young Carers in activity planning.
* Develop and maintain relationships with partner organisations, for example, schools, college, local authority & social services, youth clubs, children’s groups, and other appropriate organisations and charities – to facilitate their identification of Young Carers
* Develop, coordinate and facilitate Young Carers Professional Practitioners Meetings to be held during each term
* Represent Southend Carers on the Young Carers Development Group and other appropriate meeting groups
* Respond to individual requests for advice and support and initiate contact with Young Carers and their families in Southend-on-Sea to assess needs.
* Recruitment & supervision of sessional workers & volunteers to support the Young Carers Support Project
* Ensure Carers all information relating to Young Carers is entered onto the main database and kept up to date
* Prepare up to data reports and statistical information on the work of the project including both qualitative and quantitative reports on a regular basis to assist Governance, Management and Funding requirements

**Activities Coordination**

To undertake all aspects of activity planning and coordination on behalf of Young Carers including:

* Planning and delivering activities as directed by the Young Carers Support Project, which are relevant and will bring Young Carers respite and/or improve their health and wellbeing.
* Attending and hosting activities (which may be out of hours/weekends/residential trips) including annual Young Carers Festival - completing risk assessments for all activities
* Promote the work of the Young Carers Support Project and its services - undertaking talks/presentations on the support offered. This may include activities such as attendance at events, manning stalls, attending school assemblies, college/university open days and providing briefings professionals.
* Provide up to date information and advice to young carers – promoting Young Carers Support activities through leaflet design, social media posts, e-newsletter, mailings, liaising with parents and families, to ensure activities are well attended.
* Be responsible for activity evaluation, feedback and monitoring and administration (data entry).

**General Carers Support**

* To maintain a general understanding of the work of the whole organisation, participating in day-to-day administrative tasks and attending staff meetings.
* Be familiar and informed of the Adult Carers support services provided by Southend Carers.
* Represent Southend Carers at appropriate child/young person’s events and conferences including Carers Week, Young Carers Awareness Day and Carers Rights Day.
* Participate in appropriate activities e.g. Annual General Meetings, open days and other promotional carer’s activities.
* Contribute towards the development of Southend Carers resources and information library for carers.

**Other Duties & Requirements**

* Maintain detailed, accurate and timely records of all client work onto the database.
* Respect confidential information obtained in the course of all duties
* Be familiar with the policies and procedures and their implementation
* Work on your own initiative and as part of the core team
* Adhere to local and statutory requirements, and to best practice guidance, in relation to the protection of children and young people at risk.
* To be committed to safeguarding the welfare of children by attending both Safeguarding Children and Adults training
* Be familiar with the implementation of any policies, procedures or legislation which relate to Child Protection/Safeguarding Children and Young People - alerting the Chief Executive Officer or appropriate Trustee immediately with any safeguarding concerns.
* Be aware of own training needs and attend study events as requested
* Keep abreast of all current legislation appertaining to Young Carers
* Represent and promote the aims and objectives of Southend Carers & Young Carers Support Project
* Participate in the supervision process, attend induction and contribute to all other relevant meetings as and when requested
* The post holder at all times must carry out their duties and responsibilities with due regard to the organisations Quality and Diversity Policy.
* To carry out any other tasks at the discretion of the Young Carers Support Project or Chief Executive Officer
* Act at all times in accordance with the organisation’s policies and procedures
* Carry out other duties commensurate with the post, as required by the Chief Executive Officer.

**Person Specification**

**ESSENTIAL**

**Qualification**

* An appropriate relevant professional qualification in Health & Social Care, Information Advice & Guidance, Education, Youth Work or Community Development.

**And/Or**

* Experience working with children, young people or young carers.

**Knowledge and skills**

* Assessment of children’s / young people’s /family’s needs in relation to their educational, aspirational and support needs
* An understanding of the effects of disability and responsibilities of being a young carer
* Excellent understanding and experience of IT Microsoft Office Word, Excel and database monitoring systems
* Awareness of relevant legislation appertaining to children, young people, and young carers including safeguarding children
* An understanding of the principles of risk management and assessing risk

**Experience & Abilities**

* Experience of working directly with children, young people or families in a relevant setting e.g. social work, education, youth work, or community development
* Experience of planning and delivering a programme of activities in a community setting
* Experience of answering the telephone and dealing with personal enquiries in a sensitive and confident manner
* Ability to recognise the needs of children/young people / young carers and report any significant changes in the physical and or emotional well-being of individuals
* Representing an organisation and developing a network of contacts in the local community and appropriate regional and national organisations
* Experience of using monitoring/data systems to input and collate information in order to submit monthly reports to the Chief Executive Officer.
* Communicate effectively both verbally and in writing to a wide range of audiences
* Develop and maintain links with partners from all sections of the voluntary and statutory sector as part of ‘community development’.

**Other**

* To be willing to work flexibly according to the needs of the organisation i.e. attending home visits outside office hours if and when required on occasion
* Organise own workload and be administratively self-servicing
* To be able to work alone, as part of a team and use own initiative

**DESIRABLE**

**Experience**

* Previous Experience working with Young Carers or children with additional needs

**Knowledge and Skills**

* Understanding and knowledge of the referral process (CAF) for those individuals with additional needs

**Application Form**

Please complete this form in black ink or black type. A curriculum vitae will not be accepted

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| **Post Applied for:**  | Young Carers Support Coordinator |

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| **Personal Details** |
| Surname(s):(use BLOCK CAPITALS) |  |
| First Name(s): |  |
| Home Address: |  |
| Telephone No: |  | Mobile No: |  |
| Email: |  |

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| **Present or most recent employment** |
| Employer’s name and address: | Position held: |  |
|  | Current Salary: |  |
| Date appointed to present post: |  |
| Telephone no: |  | Reason for leaving:  |  |
| Brief outline of duties: |
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| **Previous employment** Where possible please cover the last ten years starting with the most recent |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |
| Main duties & responsibilities: |
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| Please list other previous posts (please continue on a separate sheet if necessary): |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |
| Employer’s name and address | Dates | From (Month): |  | To (Month): |  |
|  | Position held: |  |
| Reason for leaving: |  |

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| **Education** |
| Names of Schools, Colleges, Universities etc. attended | Dates | Qualifications: please indicate level and grade | Date obtained |
| From | To |
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| Details of any course you are CURRENTLY undertaking, anticipated duration and method of study: |
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| **Additional Information** |
| Do you hold a full current driving licence? | Yes [ ]  No [ ]  | Do you have a vehicle you are prepared to use for work purposes? | Yes [ ]  No [ ]  |

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| Do you have an unspent criminal conviction?(If ‘yes’ please give brief details?) Please note: If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act, you will be required to complete a separate form. | Yes [ ]  No [ ]  |
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| Total number of days absent from work due to sickness in the last 12 months:Please give reasons below for any extensive sickness (10 days & over): |   |
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| Are you required to have a work permit? | Yes [ ]  No [ ]  |
| If ‘yes’, do you have one? | Yes [ ]  No [ ]  |

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| Are you connected to a business, which trades with the Southend Carers’ Forum?If ‘yes’, please below state relationship and business name: | Yes [ ]  No [ ]  |
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| Are you related to, or partner of, a Southend Carers Forum committee member or employee? If ‘yes’, please state below the name(s), relationship and if an employee, their job title: | Yes [ ]  No [ ]  |
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| **References** |
| Please give names and addresses of *two* referees. The first should be your present or most recent employer (or School/College). The 2nd should not be a relative, family member or officially connected with the Forum.  |
| **1st Reference** | **2nd Reference** |
| Name:  |  | Name:  |  |
| Address:  |  | Address:  |  |
| Position held: |  | Position held: |  |
| Tel No: |  | Tel No: |  |
| Email: |  | Email: |  |
| May we contact this referee if you are offered the position?  | Yes [ ]  No [ ]  | May we contact this referee if you are offered the position?  | Yes [ ]  No [ ]  |

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| **Personal Statement** |
| Please give details below, in support of your application. Refer to the job description and person specification and make reference to any skills/knowledge or experience, which you consider to be relevant. This may have been acquired at work, although it could include school, community or voluntary activities. Please continue on a separate sheet if necessary. |
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| **Declaration** |
| I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post. I hereby explicitly consent to Southend Carers retaining my personal details within a manual or electronic filing system in relation to the General Data Protection Regulation and Data Protection Acts 2018, for the specific purposes of recruitment. |
| Signed: |  | Date: |  |

Equal Opportunities Monitoring Form

In accordance with its policy on equal opportunities in employment, Southend Carers will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality & diversity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage. Thank you for your assistance.

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| Full Name: |  |
| Job/Role Title: |  |

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| Gender: |
| [ ]  Male | [ ]  Female | [ ]  Transgender | [ ]  Non-Binary | [ ]  Intersex |
| If you prefer to use your own term, please specify here |  |

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| Marital or Civil Status: |
| [ ]  | Single |
| [ ]  | Married/in a registered same-sex civil partnership |
| [ ]  | Separated, but still legally married/in a registered same-sex civil partnership |
| [ ]  | Divorced/formerly in a same-sex civil partnership which is now legally dissolved |
| [ ]  | Widowed/Surviving partner from a same-sex civil partnership |
| [ ]  | Prefer not to say |

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| What is Your Sexual Orientation? |
| [ ]  Heterosexual | [ ]  Gay | [ ]  Lesbian | [ ]  Bisexual | [ ]  Prefer not to say |
| If you prefer to use your own term, please specify here |  |

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| How Would You Describe Your Ethnic Origin?Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the most appropriate box |
| White |
| [ ]  | English | [ ]  | Welsh |
| [ ]  | Scottish | [ ]  | Northern Irish |
| [ ]  | Irish | [ ]  | British |
| [ ]  | Gypsy or Irish Traveller | [ ]  | Any Other White Background |
| [ ]  | Prefer not to say |  |  |
| Mixed Heritage |
| [ ]  | White and Black Caribbean | [ ]  | White and Asian |
| [ ]  | White and Black African | [ ]  | Any Other Mixed Background |
| [ ]  | Prefer not to say |  |  |
| Black, Black British, Black English, Black Scottish, Black Welsh |
| [ ]  | Caribbean | [ ]  | African |
| [ ]  | Any Other Black Background | [ ]  | Prefer not to say |
| Asian, Asian British, Asian English, Asian Scottish, Asian Welsh |
| [ ]  | Indian | [ ]  | Pakistani |
| [ ]  | Bangladeshi | [ ]  | Chinese |
| [ ]  | Any Other Asian Background  | [ ]  | Prefer not to say |
| Any Other Ethnic Background (please give details) |
| [ ]  |  | [ ]  | Prefer not to say |

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| What Age Group do you Belong to? |
| [ ]  | 16 - 25 | [ ]  | 26 - 35 | [ ]  | 36 -45 |
| [ ]  | 46 - 55 | [ ]  | 56 - 65 | [ ]  | Over 65 |

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| What is your Religion or Belief? |
| [ ]  | No religion or belief | [ ]  | Buddhist | [ ]  | Christian |
| [ ]  | Hindu | [ ]  | Jewish | [ ]  | Muslim |
| [ ]  | Sikh | [ ]  | Prefer not to say |  |  |
| [ ]  | Other, please specify: |  |

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| Your Experience of Health Problems? |
| Would you describe yourself as someone who is experiencing or has experienced mental health issues? |
| [ ]  | Yes | [ ]  | No | [ ]  | Prefer not to say |
| If yes, what support do you think you may need?  |  |
| Would you describe yourself as someone who is experiencing or has experienced physical health issues? |
| [ ]  | Yes | [ ]  | No | [ ]  | Prefer not to say |
| If yes, what support do you think you may need?  |  |

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| Disability DetailsSouthend Carers believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe that everybody has a role to play in society and we want to benefit from the widest range of talent available. Our recruitment policy aims to reflect these beliefs.Do you consider yourself to have a disability as defined by the Disability Discrimination Act 1995 (This means a physical or mental impairment, which has substantial and long term adverse impact on your ability to carry out normal day to day activities)? |
| [ ]  | Yes | [ ]  | No | [ ]  | Do not wish to declare. |

Consent

Southend Carers [Data Controller] uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current Data Protection legislation (GDPR) and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located on our website [www.southendcarers.co.uk/privacy-policy/](http://www.southendcarers.co.uk/privacy-policy/)

In order for us to process this information and to comply with Data Protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Completing this form will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting D Fessey - Chief Executive Officer.

Please return this form along with your application form to admin@southendcarers.co.uk