

## Job Description

<b>JOB TITLE:</b>	Young Carers Support – Team Leader
<b>HOURS:</b>	28 hours per week can be worked flexibly but must cover weekly Tuesday evening and one Saturday/Sunday each month to coordinate/facilitate social activities (when necessary).
<b>SALARY:</b>	£22,250 pro-rata per annum
<b>TERMS OF CONTRACT:</b>	Fixed Term Contract until 28 <sup>th</sup> February 2023
<b>RESPONSIBLE TO:</b>	Carers Services – Project Manager
<b>OFFICE BASE:</b>	Flexible - Office/Home/Community
<b>LIASING WITH:</b>	All staff members from Southend Carers; Social Care; Health & Education Services

### Who are we looking for...?

We are looking for creative and energetic individual, with experience of working with vulnerable children and young people in a variety of settings. The successful candidate will have great team leadership, communication and organisational skills, demonstrating a strong ability to work sensitively with children and young people of all ages.

### What is this exciting project all about...?

The aim of the Young Carers Support Project is to support young caers (age 5 to 21 years) in their caring role and assist them with the realisation of their own potential.

### What will the successful applicant be doing...?

Developing and delivering a full programme of face to face support and online 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
- Work in partnership with Carers Services – Project Manager, to develop a scheduled programme of weekly and monthly events, workshops, activities and trips (both face to face and digital platforms), geared to enabling Young Carers to enjoy peer interaction and age-appropriate activities; alleviate stress & reduce anxiety. This is to involve Young Carers in activity planning and encourage their involvement and participation in the social activities & events.
- Supervise Young Carers Support Workers in the delivery of service provision and holistic support activities
- Prepare qualitative and quantitative project reports on a regular basis (quarterly and annually) to assist Governance, Management and Funding requirements
- Support the provision of 1:1 emotional support to young carers with various needs, working within the boundaries and limits of the post
- Respond to individual requests for advice and support and initiate contact with Young Carers and their families in Southend-on-Sea to assess needs.
- 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

## **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 Carers Services – Project Manager, 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 representation at community outreach events, school assemblies, college/university open days and providing awareness sessions to professionals.
- Work with Digital Lead to provide up to date information and advice to young carers & promoting Young Carers Support activities.
- Be responsible for activity evaluation, feedback and monitoring and administration.

## **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, Children and Young People
- 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
- Act at all times in accordance with the organisation's policies and procedures
  - Carry out other duties commensurate with the post

## Person Specification

### ESSENTIAL

#### Qualification

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

#### And/Or

- ❖ A minimum of 2 years' experience of working in children and young people services, particularly the more vulnerable

#### 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
- ❖ Experience of using digital platforms such as Mailchimp, Eventbrite, Zoom and social media is essential
- ❖ Awareness of relevant legislation appertaining to children, young people, and young carers including safeguarding children
- ❖ Knowledge of children and young people's rights and the legal implications fo working with young people
- ❖ 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
- ❖ Ability to empathise and offer emotional support to children and young people
- ❖ Experience of planning and delivering a programme of activities in a community setting
- ❖ Ability to supervise staff and volunteers
- ❖ Ability to develop, plan and deliver presentations and training to a variety of audience
- ❖ Able to work on their own initiative, be resilient, prioritise and organise own workload

- ❖ 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