



January 2020

Young Carers Development Worker  
(Full Time)  
Job Description and Person Specification

Edinburgh Young Carers  
Norton Park  
57 Albion Road  
Edinburgh EH7 5QY  
Tel: 0131 475 2322

<b>The Service</b>	<p>Edinburgh Young Carers (EYC) is a charitable voluntary sector organisation formed in April 1996. EYC is incorporated as a limited company governed by a Board of Directors.</p> <p>The service was established to provide dedicated support to young carers – children and young people who provide regular and substantial caring tasks for a family member or sibling due to illness, disability or addiction in the family. The service has an annual budget of approx £500,000.</p>
<b>Aims</b>	<ul style="list-style-type: none"> <li>• To develop and maintain high quality, child and young person-centred support services to young people with caring responsibilities in Edinburgh</li> <li>• To raise awareness of young carers' needs, and to inform and assist agencies in developing appropriate support services</li> <li>• To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers</li> </ul>
<b>Mission</b>	<ul style="list-style-type: none"> <li>• To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem</li> <li>• To work in cooperation with other agencies, such as education, social work and health for the benefit of young carers and their families.</li> <li>• To strive for positive changes in the policies and practice of any service used by young carers.</li> </ul>
<b>Activities</b>	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> <li>• Information Provision</li> <li>• Personal Development &amp; Social Inclusion</li> <li>• Individual &amp; Peer Support</li> <li>• Rights Work</li> <li>• Promoting and Adhering to the Carers (Scotland) Act 2016</li> </ul>

<p><b>Job Overview</b></p>	<p>Reporting to the Chief Executive, ensure that young carers and young adult carers aged between 5 and 25 years old are identified and provided with the support and services that they require to achieve their identified personal outcomes.</p> <p>Promote the development of a range of support services and diverse activity programmes to meet the varied needs of young carers</p> <p>To ensure young carers are aware of their rights and to promote and raise awareness of these rights with other organisations</p> <p>Enable young carers to be heard, to be listened to and to contribute to the development of the Edinburgh Young Carers service</p> <p>Contribute to the delivery of the Service Outcomes of Edinburgh Young Carers</p> <p>Other duties as reasonably requested by the Chief Executive</p>
<p><b>Key Responsibilities</b></p>	<p><b>Service Delivery</b> To work with young carers and their families, on an individual or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes:</p> <p><b>Individual Support</b></p> <ul style="list-style-type: none"> <li>• Assess individual needs</li> <li>• Prepare individual person-centred development plans</li> <li>• Regularly review individual's progress</li> <li>• Provide written and verbal reports as appropriate</li> <li>• Assist young carers in articulating their needs and representing their views</li> <li>• Provide information about services, resources and sources of help for young carers with particular needs</li> <li>• Refer young carers and/or families as appropriate to other relevant support services</li> </ul> <p><b>Group Support</b></p> <ul style="list-style-type: none"> <li>• Develop innovative and creative ways of working with young people, making best use of available resources</li> <li>• Plan, facilitate and record group work sessions</li> <li>• Evaluate and review group work programmes and methods</li> <li>• Produce regular written reports on group developments and the progress of individual young carers within the groups</li> <li>• Organise and take part in residential activities as required</li> </ul> <p><b>Children's Rights</b></p> <ul style="list-style-type: none"> <li>• Enable young carers to express their needs and wishes by adopting a child/young person-centred approach</li> <li>• Enable and encourage young carers to participate in all aspects of shaping the Edinburgh Young Carers service</li> <li>• Identify and develop new opportunities for the participation of young carers in the delivery of the project</li> <li>• Encourage young carers to influence services provided by other</li> </ul>

agencies, for example, through the Young Carers Forum

### **Service Development**

- Develop an expertise within Edinburgh Young Carers service in identifying and supporting young carers, particularly in the under-12 years' service
- Publicise and raise awareness of the needs of young carers and the Edinburgh Young Carers service with relevant organisations, agencies and local media
- Liaise with relevant organisations and agencies to identify young carers and enable young carers to access the project and other services
- At all times, in line with Getting it Right for Every Child, work with statutory and other voluntary organisations to ensure the identified personal outcomes of young carers are met
- Assist in the organisation of, or attend as required, training, conferences, seminars and publicity events.
- Identify and highlight opportunities to develop service activities
- Support the Chief Executive to secure funds for the Edinburgh Young Carers service as required
- Work within the policy framework and programme of activities agreed by the Management Board of the Young Carers service.

### **Monitoring and Evaluation**

- Participate in the regular monitoring and evaluation of the service and its work and highlight ideas or opportunities to develop the monitoring and evaluation framework
- Maintain records as appropriate (e.g. service enquiries, records about individuals, management information, training and evaluation records)

### **General Duties**

- Carry out the duties of the post with regard to Edinburgh Young Carers service policies and procedures including Health and Safety
- Attend and contribute to regular supervision sessions and team meetings
- Maintain confidentiality over personal information relating to individual users of the service, adhering at all times to Edinburgh Young Carers' Data Protection Policy
- Undertake duties with a clear understanding of the service's policy on Child Protection, ensuring the fulfilment of individual responsibilities in the management of any child protection issue which may arise
- Assist in the service's duty to our volunteers and sessional staff, by encouraging and supporting them within their roles, and promoting any vacancies as appropriate
- Assist in the management and monitoring of budgets/financial reporting and ensure financial procedures are followed
- Work as part of a team contributing to the smooth and effective running of the project
- Be primarily self-servicing including processing letters and reports, keeping appropriate records of work undertaken
- Prepare regular progress reports to Chief Executive and attend occasional Board meetings as requested and

	<ul style="list-style-type: none"> <li>Undertake any other duties as reasonably requested by the Chief Executive</li> </ul>
<b>Working Hours</b>	35 hours per week, to be agreed with Chief Executive. The core hours will be during office hours (9-5) however because of the nature of the work we do, some work may have to be undertaken outside office hours, including evenings and weekends. Outwith this, the hours worked during the week can be flexible subject to agreement with the Chief Executive.
<b>Special conditions</b>	The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check prior to a formal offer of employment being made.
<b>Office Location/Base</b>	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY.
<b>Accountability and Support</b>	The Development Worker will be accountable to the Chief Executive. Regular support and supervision will be provided, including looking at developing skills, identifying training needs, feedback and appraisal.
<b>Equal Opportunities</b>	Edinburgh Young Carers service is committed to being an Equal Opportunities Employer.
<b>Annual Holidays</b>	Twenty five days, statutory public holidays and two floating leave days pro-rata.
<b>Pension</b>	Edinburgh Young Carers automatically enrolls employees into an approved pension scheme, unless the employee decides to opt out. EYC matches employees’ pension contributions by 6% of gross contributions.
<b>Union</b>	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.

<b>Person specification</b>	<ul style="list-style-type: none"> <li>As a minimum requirement, 3 years' experience in working with children and young people, including individual and group work, in a way which identifies personal outcomes, assesses support needs, develops young-person centred supportive activities, and is imaginative and empowering to young people.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of working with young people through intensive 1:1 support, which could be short or long-term support.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to form appropriate relationships with children and young people aged from 5 to 25.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Sound understanding of, and a sensitive approach towards, the situations, needs and difficulties faced by children and young people</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>An understanding of the issues faced by young carers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of the policies and legislation relevant to young carers, as well as a good understanding of the current local and national strategies and policies relevant to children and young people</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>The ability to form effective partnerships and network with colleagues and agencies in the statutory and voluntary sector.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to use own initiative, work as part of a team and organise own work efficiently in consultation with the Chief Executive.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Good listening, verbal and written skills, including an ability to write progress reports and keep appropriate records of work.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Computer and smartphone literate, including effective knowledge and use of MS Office packages (Word, Excel, Outlook etc.) and ability to use mobile applications. Knowledge of presentation packages (i.e. Powerpoint) would be advantageous.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Understanding of, and commitment to, the promotion of equal opportunities policies and practice.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>A relevant professional qualification in social work, youth work, community education, childcare or other relevant qualification would be desirable, but proven experience of working with children and young people will also be considered.</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experience in working with and providing support to children and young people under 12 years of age.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge and experience of the way statutory and voluntary agencies are organised.</li> </ul>	Desirable	
<ul style="list-style-type: none"> <li>The ability to share specialist knowledge for the development of colleagues and partners, through information exchange and/or training events.</li> </ul>	Desirable	