



January 2020

**Schools Project Manager
(Full Time)**
Job Description and Person Specification

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

The Service	<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>
Aims	<ul style="list-style-type: none"> • To develop and maintain high quality, child and young person-centred support services to young people with caring responsibilities in Edinburgh • To raise awareness of young carers' needs, and to inform and assist agencies in developing appropriate support services • To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers
Mission	<ul style="list-style-type: none"> • To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem • To work in cooperation with other agencies, such as education, social work and health for the benefit of young carers and their families. • To strive for positive changes in the policies and practice of any service used by young carers.
Activities	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> • Information Provision • Personal Development & Social Inclusion • Individual & Peer Support • Rights Work • Promoting and Adhering to the Carers (Scotland) Act 2016

Job Overview	<ul style="list-style-type: none"> • To manage our Schools Awareness Raising Project in schools and Higher Education/Further Education establishments across Edinburgh, with the aim to develop whole-school, sustainable approaches in the identification of, and support to, young carers. • The purpose of the Schools Project Manager role is to provide a link between formal education policy, strategy and practice in Edinburgh, and the work at Edinburgh Young Carers. • The role of the Schools Project Manager will closely link with the Carers (Scotland) Act 2016. • The role will involve other duties as reasonably requested by the Chief Executive
Key Responsibilities	<p>Service Delivery</p> <ul style="list-style-type: none"> • Manage the Schools Awareness Raising Project, directing the work of the Schools Project Manager and the Schools Development Worker to fulfil the project outcomes. • Contact primary, secondary and independent schools across Edinburgh (as well as Further Education and Higher Education establishments) to encourage them to become involved in the Schools Project, or respond to queries and requests from schools to work with EYC • Establish a Young Carer Co-ordinator (YCC) in each school/establishment we work with, and support them in this role • Maintain and update a contact database of YCC's in schools and engage them through email communications, provision of information, training opportunities and regular e-newsletters • Advance the Edinburgh Young Carer Co-ordinator Network, including organising and chairing the bi-annual meetings of this network • Deliver presentations, workshops and training to staff in schools on young carer identification, assessment and support, helping to identify hidden young carers • Deliver Edinburgh-wide bespoke Continuing Professional Development/Career Long Professional Learning opportunities to education/health/social care staff to raise awareness and identify hidden young carers • Deliver presentations and workshops to pupils in schools (at all levels of the curriculum) to raise awareness of young carers and encourage self-identification • Support schools and YCC's to provide young carers with a Young Carer Statement, in line with the Carers (Scotland) Act 2016, and develop appropriate supportive practices within the school environment • Support schools and YCC's to develop Young Carer Policies, and provide general guidance and information about best practice in working with young carers in school • Support schools and education professionals to refer young carers to EYC • Support the Schools Development Worker to develop and deliver supportive activities for young carers identified and assessed through the Schools Awareness Raising Campaign

Service Development

- Continue to develop and deliver the *We Care Schools for Young Carers Award* throughout Edinburgh and further afield
- Create and update innovative resources to use in schools, as appropriate, and maintain and promote those resources already developed
- Attend regular steering group meetings and appropriate networks
- Maintain knowledge of current local and national policies and strategies relevant to young carers, and implement this knowledge within the Schools Awareness Raising Project work
- 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
- Monitor, evaluate and report on the Schools Awareness Raising Project, and manage the project budget
- Maintain other records as appropriate (e.g. service enquiries, , management information, training and evaluation records)
- Prepare regular progress reports to Chief Executive and attend occasional Board meetings as requested and

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,

	<p>keeping appropriate records of work undertaken</p> <ul style="list-style-type: none"> • Undertake any other duties as reasonably requested by the Chief Executive
Working Hours	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.
Special conditions	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.
Office Location/Base	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY.
Accountability and Support	The Schools Project Manager 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.
Equal Opportunities	Edinburgh Young Carers service is committed to being an Equal Opportunities Employer.
Annual Holidays	Twenty-five days, statutory public holidays and two floating leave days pro-rata.
Pension	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.
Union	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.

Person Specification	<p>A qualification in teaching, social work, youth work, community education, or other relevant qualifications would be desirable, but proven experience of working with children, young people and schools, will be considered the vital qualification.</p> <ul style="list-style-type: none"> • Experience of setting up, managing, monitoring and evaluating a project and its budget with minimum support • Experience of developing and delivering presentations and running training events or workshops for both young people and professionals • At least two years' experience in working with children and young people, in formal or informal education settings • Sound understanding of, and a sensitive approach towards, the situations, needs and difficulties faced by children and young people • Knowledge of the Scottish education system, Curriculum for Excellence and the Education (Additional Support for Learning) (Scotland) Act, and their relevance to young carers • Knowledge of the policies and legislation relevant to young carers • Fully competent in the use of computers – including the use of MS Word, Excel, PowerPoint, email and internet • The ability to use own initiative and organise own work efficiently is essential • Good listening, verbal and written skills, and an ability to manage and negotiate communication with teachers and schools • Proven experience of writing progress reports, keeping accurate records and managing budgets • The ability to form effective partnerships and network with colleagues and agencies in the statutory and voluntary sector • An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people • A commitment to the promotion of equal opportunities policies and practice • Experience of planning and running group activities or events for young people or families • Experience in developing innovative resources or tools for use in schools or with children and young people • Experience in support and supervision of staff or volunteers • An understanding of the issues faced by young carers • Some knowledge and experience of the way statutory and voluntary agencies are organised 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
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