



## Job description

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|------------------------|---|
| <b>Job title:</b>      | Youth Inclusion and Wellbeing Worker  |
| <b>Location:</b>       | Glasgow, Scotland Office  |
| <b>Responsible to:</b> | Policy and External Affairs Manager   |
| <b>Salary:</b>         | £26,789 pro-rata (28 hours per week)  |
| <b>Contract:</b>       | Fixed term until 31 March 2022.   |
| <b>Annual leave:</b>   | 26 days plus 11.5 bank holiday and office closure days (pro-rata)                     |
| <b>Pension:</b>        | After probationary period matched employer contribution up to maximum of 5% of salary |

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## Main aims of the post

- To update Carers Trust Scotland's Young Carer Mental Health Toolkit.
  - To develop and deliver training for young carer workers/youth professionals in using the Young Carer Mental Health Toolkit.
  - To develop, deliver and evaluate Carers Trust Scotland's "Together – a whole family approach for young carers" European partnership project.
  - To have a supporting role in the planning and delivery of Carers Trust Scotland's engagement and consultation work with young carers to ensure that their voices are recorded and represented.
  - To represent the organisation in various meetings and events where appropriate.
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## Scope and accountability

The post holder will:

- be line managed by the Policy and External Affairs Manager (Scotland).
- work closely with other members of the young carers team in Scotland.
- assist in the production of reports as required by the funders and disseminate information on

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Registered as a company limited by guarantee in England and Wales No. 7697170.

Registered office: 32-36 Loman Street, London, SE1 0EH

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- progress to line manager.
- be part of the Scotland team.

**Duties to include**

1. Oversee youth involvement in the planning, development and delivery of the “Together” European partnership project, the Young Carer Mental Health Toolkit and the complimentary “Train the Trainer” module.
2. Lead in creating the Young Carer Mental Health Toolkit resource and devise the “Train the Trainer” module material.
3. Deliver and evaluate the Young Carer Mental Health Toolkit “Train the Trainer” module to young carer workers and youth professionals across Scotland.
4. Lead in planning, delivery and evaluation of the “Together – a whole family approach for young carers” European partnership project. This also involves attending bi-annual project partner meetings that take place across Europe.
5. Liaise and work with the young carers team to assist in the planning and delivery of consultation and engagement events, adhering to child protection and safeguarding procedures.
6. Provide regular reports, both verbal and written, to the funders as required.
7. Liaise with colleagues within Carers Trust and other partners to plan media and PR opportunities for all activities, training and events.
8. Build professional contacts with a range of decision makers and represent the organisation at various meetings where appropriate.

**General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.  
As TRUSTED Carers Trust staff, we are:  
Team Workers – supporting each other toward a common goal.  
Responsive – putting ourselves in others’ shoes and responding to their needs.  
United – working as one organisation meeting challenges together.  
Supportive – enabling one another to do a great job.  
Transparent – being honest and open with one another.  
Enterprising – being bold, pro-active and evolving.  
Diverse – understanding and celebrating the different things we each bring to Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.



## Person specification

| Essential   | Desirable  |
|---|--|
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> <li>• Experience of successful project planning and coordination</li> <li>• Experience of and commitment to partnership working</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of delivering training sessions to professionals</li> </ul>  |
| <p><b>Qualifications</b></p>  | <ul style="list-style-type: none"> <li>• Degree level or equivalent</li> </ul>   |
| <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Strong planning and organisational skills</li> <li>• Proficient written and oral communication skills</li> <li>• Good presentation skills and ability to speak engagingly in public to a range of audiences</li> <li>• Understanding of, and commitment to, Equal Opportunities policy and practice</li> <li>• Ability to organise information and produce written material which is engaging, concise and clear</li> <li>• Ability to prioritise competing demands, meet deadlines and to organise own workload</li> </ul> | <ul style="list-style-type: none"> <li>• To be self-servicing in IT skills e.g. Word, Excel, PowerPoint and Access, along with Microsoft</li> </ul>  |
| <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the relationship between mental health and related issues affecting mental health</li> <li>• Knowledge of youth participation and engagement theory and practice</li> <li>• Have an awareness of key issues impacting young carers</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of policy and legislation affecting young carers and children and young people in Scotland</li> <li>• Knowledge of mental health policy and legislation in Scotland</li> <li>• Knowledge and experience of monitoring and evaluation processes</li> </ul> |
| <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Willingness to travel</li> <li>• Willingness to work at weekends and evenings</li> <li>• Any offer of employment is subject to PVG scheme membership</li> </ul>  |  |

