



The DIXON COMMUNITY

HEAD OFFICE: 656 CATHCART ROAD, GLASGOW G42 8AA

Tel: 0141 423 2481 Fax: 0141 423 5361

e-mail:dixon.carers@btconnect.com

Job Description

Employer	Glasgow South East Carers Centre On behalf of the Glasgow City Carers Partnership
Job Title:	Training and Peer Support Co-ordinator
Job Purpose:	The development of a wide range of relevant training, personal development and peer support opportunities which will enable Carers to manage their caring role and maintain their own health and wellbeing.
Base / Locations:	Carers Centres in South Glasgow
Responsible to:	The successful candidate will be line managed by the South East Carers Centre Manager.
Hours:	35 hours per week
Salary:	£23,529
Duration:	This post is funded initially for 1 year.

Background Information

Glasgow HSCP have worked together to re-shape carers services, making best use of available resources to provide carers equal access to the range of support services available through the Carers Pathway and have developed an integrated approach to supporting both Adult and Young Carers.

Social Work Carer Support Teams are located in each of the 3 areas of the city. These teams support those carers with greatest need and work in partnership with the Carers Centres at a local level to support carers along the caring pathway from the point of diagnosis and through crisis and emergencies.

Carer Centres' focus on prevention, building individual capacity in carers through outcome-based support planning and coordinating the range of services and supports available, reviewing the impact of these interventions on delivering and evidencing good outcomes for carers.

Main Tasks:

- To work in partnership with Carers Support Workers to enable Carers to achieve the changes and outcomes they have identified as important to them in their lives
- To deliver and continually develop innovative training programmes and peer support opportunities, in partnership with expert providers when necessary
- To work in partnership with a range of statutory, training and peer support opportunities when appropriate
- Ensure opportunities and programmes are delivered and accessible in a wide range of venues throughout our service area
- To ensure that effective records are kept relating to all activities undertaken
- To attend and contribute to relevant meetings and any related working groups
- To prepare reports as required by the Centre Manager
- To participate in all aspects of publicity for the organisation, contributing to promotions and events and raising awareness of the project and its services when necessary
- To support publicity of the organisation through oral and written presentations
- To participate in local community networks as relevant to the function and duties of the post

General Requirements

- To carry out the duties of the post at all times in accordance with Health & Safety at Work Act, Data Protection Act, Equal Opportunities and all other policies and procedures relevant to the post
- The ability to work within specified guidelines and to work to deadlines
- Able to work unsupervised and on own initiative under the general directive of line manager
- To be able to work flexibly
- To carry out other reasonable and necessary duties as requested by the line manager to meet the requirements of Glasgow City Carers Partnership

NB The above Job Description will be reviewed on an annual basis and may change as necessary with prior negotiation.

Main tasks and Responsibilities

We Keep Caring In the Community

The Dixon Community is a Company Limited by Guarantee

Registered in Scotland No. 128812 Registered Office: Dixon Halls, 656 Cathcart Road, Glasgow G42 8AA

The Dixon Community is a Charity

Person Specification

	Essential	Desirable
An understanding of and commitment to the needs of carers	✓	
Relevant qualification in social work, healthcare or community work		✓
Work experience in relevant field	✓	
Experience of interagency/partnership working		✓
Excellent written and oral communication and presentation skills	✓	
Excellent administrative skills	✓	
Knowledge of outcome focussed assessment and care planning		✓
Knowledge of current policy and trends in carers issues, community care, health and social services		✓
Ability to demonstrate initiative, develop and implement new ideas and organise/prioritise own workload	✓	
Experience of monitoring and evaluation		✓
Be able to work as part of a team and support equal opportunities	✓	
Knowledge and understanding of the principles, values, policy and practice of community care particularly in relation to unpaid carers		✓
Valid driving license		✓

We Keep Caring In the Community

The Dixon Community is a Company Limited by Guarantee

Registered in Scotland No. 128812 Registered Office: Dixon Halls, 656 Cathcart Road, Glasgow G42 8AA

The Dixon Community is a Charity