

***HELENSBURGH & LOMOND CARERS SCIO***

**JOB DESCRIPTION**

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| **Job Title** | **Young Carers Support Worker** |
| **Employer** | Helensburgh and Lomond Carers SCIO  The Carers Centre  Lomond House  29 Lomond Street  Helensburgh  G84 7PW |
| **Hours** | Full-time (35 hours per week) |
| **Duration** | This post is funded by BBC Children in Need for a fixed term of 16 months. |
| **Place of work** | The post holder will be based at Lomond House, Helensburgh, but as an interim measure will work from home during COVID-19 restrictions. The postholder is expected to work in outreach venues as required, and travel throughout the Helensburgh and Lomond area to support the development and work of the Young Carers service. There is also a requirement to attend meetings, conferences, events and training opportunities, which may occasionally involve travelling to locations elsewhere. |
| **Reports to** | For the purposes of day to day line management, the post holder reports to the Carer Assessment & Support Coordinator, who is accountable to the Manager and Management Committee of the Charity in respect of all employment related matters. |
| **Salary** | £26,741 SCP 26 for 35 hours per week. |
| **Annual Leave** | The basic annual leave entitlement for full-time staff working 35 hours per week is 20 days per annum in addition to 12 public holidays per annum. Annual leave for this post will be on a pro-rata basis. A public holiday falling within a period of annual leave does not count as part of that leave. |
| **Pension** | The Charity will comply with any duties it may have in respect of the postholder under Part 1 of the Pensions Act 2008, including automatically enrolling him/her as a member of the Helensburgh & Lomond Carers Workplace Pension Scheme with AVIVA.  On appointment, the postholder will be provided with full details of the Scheme. If you become a member of the Scheme, the Charity will contribute the equivalent of 4.0% of your basic salary to the Scheme and you will be required to contribute 5%. You have the right to opt out if you do not wish to join. |
| **The Charity’s Mission** | To make a positive difference to the lives of unpaid carers. |
| **The Charity’s Operational Objectives** | **Governance:** To ensure the Charity complies with all legal requirements, acts in a manner that is consistent with its Constitution and Objects, is run properly in the interest of carers and that the overall direction and development are set through clear strategic planning and risk management  **Finance:**  To discharge the Charity's fiduciary duties and manage the financial resources and tangible assets with due care and diligence to ensure compliance with financial regulations and help sustain and develop the organisation in the best interests of carers.  **Organisational:** To establish appropriate organisational structures, policies and procedures to enable the Charity to plan and function effectively, recruit trustees, staff and volunteers to support activities, meet quality standards, monitor performance and ensure the organisation is being efficiently run and managed.  **Operational:** To establish, maintain and develop an accessible range of information, advice and support services that meet the needs of unpaid carers, are valued by them and make a positive difference to their lives. |
| **Job Role** | To support the development and work of the Helensburgh and Lomond Young Carers, under the direction and supervision of the Carer Assessment & Support Coordinator. This will include working with young carers and their families and organising, supervising and delivering services for individual and groups of young carers at locations across Helensburgh and Lomond. The post holder will also assist the service to establish effective working relationships with statutory and voluntary organisations that have a responsibility for supporting young people, which may involve options for joint service delivery. The post holder will assist with the supervision, deployment and mentoring of Sessional Workers and Volunteers engaged by the Charity to support the service. |
| **Purpose** | The main purposes of the role are:   * To promote the interests of young carers in Helensburgh and Lomond and help achieve positive outcomes for them and their families. * To raise awareness of young carers and their needs. * To assist organise and run events and activities at a local level to address and prioritise the identified needs of young carers * To assist in the delivery of services for young carers in the rural parts of Helensburgh and Lomond. * To work in partnership with young carers, their parents and professionals to ensure that Getting it Right for Every Young Carer (GIRFEYC), Curriculum for Excellence and Additional Support for Learning policies are being applied to young carers. * To promote to young carers, awareness of their rights and entitlements under the Carers (Scotland) Act 2016. |
| **Core Tasks/Job Activities** | * To work to a plan agreed with the Carer Assessment & Support Coordinator and undertake appropriate duties as required. * To identify young carers within Helensburgh and Lomond area by linking with local statutory and voluntary organisations that have contact with young people. * Offer a Young Carers Statement to all young carers. * Complete Young Carer Statement for those young carers who wish it. * To establish arrangements to involve young people in the running of the service. * To provide information, advice and support to young carers and their families and assist them in developing their own networks of support. * To assist in the planning, provision and delivery of a programme of events, activities and training for individual and groups of young carers. * To undertake Duty Rota on a weekly basis. * To work collaboratively with statutory and voluntary organisations in delivering services to young carers. * To facilitate access to leisure activities as a respite from caring and an opportunity to meet other young carers. * To provide access to opportunities for the personal growth, confidence building and education of young carers and a menu of other development options for them to choose from, e.g development of homework study groups, support for pathways into education, training and employment. * To signpost and act as an advocate for young carers in relation to partner organisations that may be able to assist in removing inappropriate caring responsibilities or reducing the burden of care placed upon them. * To supervise young carers participating in outings and short-breaks organised by the Charity. * Assist in keeping all social media and website up to date. * To supervise, mentor and give guidance to Sessional Workers and Volunteers involved in the delivery of support services for young carers. * To assist the development and implementation of appropriate baseline assessment and evaluation tools to ensure effective monitoring of the service * To assist with the promotion and marketing of the young carers   service.   * To assist with the organising, supervision and running of activities to raise funds for the service. * To undertake any other tasks appropriate to the role, as directed by the Carer Services Team Leader.   **Professional Responsibilities**   * To develop an understanding of funding arrangements to promote opportunities to sustain and develop the Young Carers service. * To ensure that accurate statistical records are maintained in order to inform service evaluation and meet the information requirements of funders. * To undertake personal development and training as required in line with designated responsibilities. * Contribute to the production of newsletters/annual reports of Helensburgh and Lomond Carers as required. |
| **Compliance** | The post holder requires to comply with all relevant statutory and regulatory requirements in fulfilling the Core Tasks/Job Activities described above, as well as the Policies and Procedures adopted by Helensburgh and Lomond Carers SCIO. |
| **Complexity** | The post holder will be expected to work on their own initiative and have proven experience of managing their own workload. They will require sound organisational skills, ability to take the lead in introducing new initiatives, to prioritise work and meet deadlines when required. The post involves regular contact with carers, health and social care partners, and voluntary sector professionals at all levels and effective communications skills are essential. |
| **Additional duties** | Team working is essential to the smooth running of Helensburgh and Lomond Carers SCIO. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varied. When the occasion arises, staff are expected to work in a flexible way. Any additional duties will normally be compatible with regular working and the need to provide service continuity. |
| **Additional hours** | In order to meet the Helensburgh and Lomond Carers service requirements, there may be a requirement to work additional hours and staff are expected to co-operate with any reasonable request. Payment for additional hours will be paid at overtime rates for any hours worked in excess of 35 hours in any week. If employees are asked to work on a Saturday or Sunday or on a local public holiday, they will be paid at an enhanced rate. The post holder can opt to take time off in lieu, subject to the approval of the Carer Assessment & Support Coordinator. |
| **Special Conditions** | A full driving licence and access to a motor vehicle is required for this post. A casual car users allowance is available to reimburse mileage. |
| The post entails work with vulnerable people and falls within the definition of ‘regulated work’ under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007. Appointment will be subject to a satisfactory Disclosure (PVG). |
| The starting and finishing times of the hours worked have to be flexible to fulfil the requirements of the post and meet the needs of the service. Working hours will normally be between 9.00am and 5.00pm but will involve evening, overnight and weekend work. Starting times may be adjusted to suit service delivery. The actual working hours will be agreed with the Carer Assessment & Support Coordinator, who may be able to vary the times to accommodate the post holder’s personal circumstances.  This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade or as directed by the Carer Assessment & Support Coordinator/Manager. |