

Helensburgh & Lomond Carers SCIO

Job Description

Job Title: Young Carer Support Assistant

Employer: Helensburgh and Lomond Carers SCIO

Lomond House

29 Lomond Street

Helensburgh G84 7PW

Hours: Full-Time (35 hours per week)

Duration: Three year contract. This post is funded by the National Lottery Community Fund, Improving Lives.

Place of work

The post holder will be based at Lomond House, Helensburgh, but is expected to 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 involve travelling to locations elsewhere, with occasional residentials for young carers involving being away from home overnight.

Reports to

For the purposes of day to day line management, the post holder reports to the Carers Assessment and Support Coordinator, who is accountable to the Manager and Management Committee of the Charity in respect of all employment related matters.

Salary

In the range £22,183 - £22,711 for 35 hours per week.

Job Role

To support the development and work of the Helensburgh and Lomond Young Carers Team, under the direction and supervision of the Carers Assessment and Support Coordinator. This will include providing administrative support, assisting in identifying young carers, understanding their circumstances, working with young carers, their families and organising, helping to supervise and deliver services for individual and groups of young carers at locations across Helensburgh and Lomond. The post holder will also assist the Young Carer Support Team 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 the Young Carer Support Team with the supervision, deployment and mentoring of sessional workers and volunteers engaged by the Charity to support the young carers service.

Purpose

The main purposes of the role are:

To provide assistance and support, particularly administrative support to the Young Carer Support Team.

To assist in raising awareness of young carers and their needs.

To assist the Young Carer Support Team to organise and run events and activities to address the needs of young carers including those living in rural areas of Helensburgh and Lomond.

Core Task/Job Activities

To provide general administrative support for the Young Carer Support Team, including report preparation, filing, reception duties, newsletter preparation and dissemination and related duties.

To assist with fundraising events.

To assist with banking and administration of petty cash.

To assist in identifying young carers and ensuring their personal statements are completed, monitored and implemented.

To work to a plan agreed with the Carers Assessment and Support Coordinator and undertake appropriate duties as required.

To assist in involving young people in the running of the young carers service.

To assist in providing 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 assist in facilitating leisure activities, outings and short breaks from caring and an opportunity to meet other young carers and encourage peer support.

To work as part of an effective staff team to ensure the Young Carer Support Team functions efficiently and professionally.

To undertake any other tasks appropriate to the role, as directed by the Carers Assessment and Support Coordinator.

Professional Responsibilities

To assist in ensuring 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.

To assist in 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 as part of a team and have proven experience of managing their own workload. They will require sound organisational skills, ability to prioritise work and meet deadlines as and when required. The post involves regular contact with young carers and their families, local authority, health and voluntary sector professionals at all levels.

Additional duties

Team working is essential to the smooth running of Helensburgh and Lomond Carers. 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.

Additional hours

In order to meet the Helensburgh and Lomond Carers service requirements, there will be a requirement to work additional hours and staff are expected to co-operate with any reasonable request. Payments for additional hours worked, out-of-hours or weekend working will be in accordance with the post holder's contract.

Annual Leave and Pension

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 (pro rata for part time staff). The Charity offers a workplace pension scheme with Aviva and will contribute 4% of your basic salary to the scheme. You will be required to match this contribution. You have a right to opt out if you do not wish to join.

Special Conditions

A full driving licence and access to a motor vehicle is desirable for this post. A casual car users allowance is available to reimburse mileage.

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 Carers Assessment and Support Coordinator.