

Position: Project Worker (Young Carers 12+ age group)

Responsible to: Space Youth and Families Service Manager

### Purpose of the Job

- To improve the quality of life of young carers in South West Edinburgh by providing group support, one to one support, information, advocacy and advice to build young carers confidence and self-esteem enabling them to better cope at home.

### Duties

#### **Key Tasks**

- Work with young carers and their families, on an individual or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes
- Carry out home visits for new referrals for age 12-17 year old young carers
- Plan and facilitate a weekly programme for both groups offering fun/educational/cultural and issue-based sessions.
- Produce young carers statements and respond to the young carers individual needs in their statements, using services within the organisation and referring/signposting to additional support, services or resources where required
- Carry out reporting/administrative duties and maintain the Young Carers database
- Arrange and accompany young carers on day trips and residential trips
- Promote and adhere to the Carers (Scotland) Act 2016

#### **Individual Support**

- Assess individual needs and prepare individual person-centred development plans
- Regularly review individual's progress
- Provide written and verbal reports as appropriate
- Assist young carers in articulating their needs and representing their views

#### **Group Support**

- Develop innovative and creative ways of working with young people, making best use of available resources
- Evaluate and review group work programmes and methods
- Produce regular written reports on group developments and the progress of individual young carers within the groups
- Support sessional workers and volunteers assigned to over 12's groups

#### **Children's Rights**

- Enable young carers to express their needs and wishes by adopting a child/young person-centred approach
- Enable and encourage young carers to participate in all aspects of shaping the Space for Young Carers service

- Identify and develop new opportunities for the participation of young carers in the delivery of the project
- Encourage young carers to influence services provided by other agencies, for example, through the Young Carers Forum

### Service Development

- Develop an expertise within Space for Young Carers service in identifying and supporting young carers, particularly in the over 12 years' service and transition to Young Adult Carers
- Publicise and raise awareness of the needs of young carers and the Space for Young Carers service with relevant organisations, agencies and local media
- Liaise with relevant organisations and agencies to identify young carers and enable young carers to access the project and other services
- At all times, in line with Getting it Right for Every Child (GIRFEC), work with statutory and other voluntary organisations to ensure the identified personal outcomes of young carers are met
- Identify and highlight opportunities to develop service activities
- Support the Service Manager to secure funds for the Space for Young Carers service as required
- Work within the policy framework and programme of activities agreed by the Management Board of The Broomhouse Centre, trading as Space

### 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
- Maintain records and database (e.g. service enquiries, records about individuals, management information, training and evaluation records)

### Team Work

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials or pilots and other innovative projects
- To work as part of the wider team to ensure services are delivered effectively, including stakeholders to ensure the organisation's remit is carried out with regard to statutory commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Work to legislative, ethical, policy and procedural requirements, adhering to Space's policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature

- Use communication systems to good effect including email/pigeonholes/meetings/notice boards
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- Liaise with other voluntary, statutory workers and stakeholders as required.

#### Line Management, Support and Supervision

- Report to Service Manager on a regular basis and undertake Support & Supervision with the Service Manager

#### Behaviours

All staff are expected to:

- Nurture a culture of kindness through upholding and working towards our values – welcoming, fun, creative, bold and trustworthy.
- Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership that will support our organisational aims and outcomes.
- Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.