**YOUNG ADULT CARER TRANSITIONS WORKER**

**Job Description and Person Specification**

**Location/Base**

The post will be based at Ore Valley Business Centre, Lochgelly, however the post-holder must be willing to travel throughout Fife and occasionally further.

**Pay Scale**

£23,674 - £24,406

**Hours of Work**

Full time, 35 hours per week. This post requires flexible working hours which will include some evening and weekend work.

**Travel Allowance**

Travel expenses will be paid in accordance with current mileage allowances or at cost if public transport is used.

**Annual Leave**

Annual Leave entitlement is 35 days per year inclusive of Public Holidays

**Disclosure**

A full disclosure check through the PVG scheme is mandatory.

**Job Description**

The post-holder will be responsible for providing holistic support for young adult carers aged between 16 and 24.

Reporting directly to a Team Leader, the post-holder will be part of a small team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and development of the organisation.

**Key Responsibilities**

* To work as part of Fife Young Carers team and link with Job Centre Plus, Fife Carers Centre, local colleges and other partners.
* To work with Young Adult Carers to assess the level and range of their needs.
* To provide direct support, information and training to Young Adult Carers to assist in building social & life skills, financial information & budgeting, confidence and access to further/higher education or employment.
* Support Young Adult Carers to identify activities that will help them achieve their individual outcomes and goals.
* To plan, provide and evaluate group provision and outings/activities for young Adult Carers.
* To advocate on behalf of Young Adult Carers as appropriate.
* To develop a specialism in the small staff team taking a lead on a specific area that effects the lives of Young Adult Carers.
* To network with staff from a range of agencies in the development of services for Young Adult Carers.
* To specifically develop a peer support service for Young Adult Carers.
* To contribute to strategic planning and service development for Fife Young Carers.
* To be aware of and adhere to Fife Young Carers child protection policy and adult protection policy and the relevant procedures.
* To be aware of, and work within, national & local strategies, legislation and policies relevant to Young Carers and Young Adult Carers.
* Record keeping, monitoring, evaluation and report writing
* To undertake any other duties commensurate with the grade of the post.

**Person Specification**

**Essential Experience, Knowledge and Skills:**

* Relevant Education, Community Development, Social Care or Youth Work Qualification at SVQ3 or above (or equivalent)
* Experience of working with vulnerable children and young people
* Knowledge of children and young peoples’ rights and the legal implications of working with young people
* Excellent interpersonal, communication and listening skills
* Experience of networking, developing and maintaining professional relationships
* Able to work on their own initiative or part of a team
* Experience of running targeted programmes for young people
* Ability to develop, plan and deliver presentations to a variety of audiences
* Ability to empathise and offer emotional support to children and young people
* Ability to work flexibly
* IT skills
* Full clean driving licence and access to a car

**Desirable Experience, Knowledge and Skills:**

* Knowledge and understanding of GIRFEC
* Knowledge and understanding of Adult Carer Support Plans
* Experience of carrying out needs assessment for service users
* Group work experience
* Understanding of child and young adult development
* Understanding of young carers and young adult carers issues
* Ability to record, monitor and evaluate work
* Report writing

**Personal Qualities**

* Commitment to the rights of children and young people
* An approach to work which is positive, flexible and solution focused
* A willingness to work unsociable hours and to travel as necessary