**Central Carers Association**

**Job Description**

Job Title Young Carer Involvement Worker

Salary £23787

Hours 35 hours

Responsible for developing opportunities for young carers to identify their needs, develop their skills, and have their say

Aims of Post

* Support young carers to increasingly influence the information, support and involvement activities provided by the Young Carers Project to allow them to achieve their identified personal outcomes.
* Support an increasing number of young carers to gain the confidence to actively participate in raising awareness about the needs of young carers.
* Increase the number of opportunities for young carers to share their experiences and give their feedback on being a young carer to allow them to influence local and national decision making.
* Increase the understanding, knowledge, and confidence of professionals working with children and young people to identify young carers and refer to the Young Carers Project for support.

Main Duties

**Information and support**

* Work directly with young carers providing personalised learning/personal development opportunities, information, and needs-based support, referring on to other agencies where appropriate.
* Participate in the development of a programme of age-related group meetings for young carers to ensure issue-based work is included across all ages of young carers.
* Promote involvement opportunities within the young carers groups and carry out issue-based work that will link with the young carers forum agenda items.
* Support young carers on the forum to gather other young carers views, or voices, to work towards local and national changes with decision makers.
* Organise and staff one-off events including occasional residential breaks.
* Support young carers to develop and distribute information for young carers and information concerning young carers’ issues.
* Identify and access funding for young carer activities and for individual young carers.

## Awareness raising and networking

* Raise the profile of the needs of young carers through the forum with service planners in health, social work services and education and to be involved with consultation groups at strategic levels.
* Promote the rights and needs of young carers and the support available from the Young Carers Project and any activities being organised with other relevant agencies such as Education, Health, Social Work Services, voluntary sector.
* Support young carers to develop learning resources for professionals working with children and young people to identify young carers and refer to the Young Carers Project.
* Encourage young carers to self-identify by developing peer awareness raising presentations in schools with other young carers.
* Participate in multi-agency meetings and events and promote partnership working with other voluntary sector agencies.
* Work in partnership and encourage young carers to have a voice and be included in local and national decision-making opportunities
* Facilitate young carers learning and development for involvement roles (such as the forum chair/secretary, carers reps, workforce learning trainer/developer, peer support) and support to work towards local and nationally recognised youth development awards.

**Development**

* Development and promotion of young carers forum and supporting young carers to contribute effectively to the leadership and participative roles of the forum.
* Develop a programme for young carers that enables them to participate in new activities, gain new skills and build confidence and self-esteem.
* Develop resources for young carers.

**Involvement**

* Encourage and support young carers to articulate their views and facilitate their involvement in forums, peer support and consultation processes.
* Encourage and support young carers to be involved in the development process of the group and activity programme.
* Encourage and support young carers to have their say about services and ensure they are made aware of their rights as a young carer.
* Support young carers involvement in the development and delivery of workforce learning to promote the early identification of young carers and their rights to a young carers statement.

**Recording and monitoring**

* Ensure that all legislative requirements for working with young people are met.
* Ensure efficient records are kept of young carers’ activities.
* Record and monitor all contact with young carers and professionals on the Carers Centre’s information management systems.
* Produce regular activity reports.

Accountability

* Accountable in the first instance to the Centre Manager and ultimately to the Board of Trustees.
* Prepare regular work plans in agreement with the Centre Manager or another senior member of staff.
* Participate in staff meetings.
* Co-operate with the Board of Trustees in quality assurance exercises.
* Work as part of an effective staff team to ensure the Centre functions efficiently and professionally.
* Undertake any other duties relevant to the post, as reasonably required from time to time by the Centre Manager.

Confidentiality

The post-holder is expected to adhere to high standards of confidentiality and data-protection at all times.

Personal Development

The post-holder is expected to participate in staff development and use all relevant learning opportunities to improve their personal skills.

Supervisory Relations

The post-holder will receive regular support and supervision from the Centre Manager or another senior member of staff.

Equal Opportunities

Central Carers Association (Falkirk & Clackmannan) is committed to being an equal opportunities employer. The post-holder will therefore be required to carry out their duties with due regard to Equal Opportunities legislation.

Quality Statement

The Association is committed to running an organisation with high standards of organisational and operational practice. To that end, the Centre operates a continuous programme addressing quality issues.

Location

The post will be located in the Falkirk & Clackmannanshire Carers Centre, 1a Bank Street, Falkirk FK1 1 NB.

The postholder will provide support to young carers throughout Falkirk district and Clackmannanshire, therefore, the ability to drive, and access to a car, are essential requirements of this post.

**Person Specification**

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| **Skills and experience required for this post** | **Essential** | **Desirable** |
| Educated to degree level (or equivalent) or considerable previous experience in a related field | **ü** |  |
| An appreciation of, and sensitive approach towards, the needs and difficulties faced by young carers | **ü** |  |
| Good telephone, listening, verbal and written skills and the ability to write reports | **ü** |  |
| Ability to use own initiative and organise own work in consultation with line manager | **ü** |  |
| Ability to develop and maintain effective working relationships | **ü** |  |
| Sound IT skills and experience in the use of all Microsoft Office applications | **ü** |  |
| Experience of working with children and young people | **ü** |  |
| Experience of organising groups or activities for children and young people | **ü** |  |
| Personal experience of caring or of working with carers |  | **ü** |
| Experience of public speaking |  | **ü** |
| An understanding of current legislation and policy relating to children and young people |  | **ü** |
| Experience of multi-agency working |  | **ü** |
| An understanding of GIRFEC (Getting it Right for Every Child) |  | **ü** |