

JOB DESCRIPTION

JOB TITLE	Short Breaks Coordinator
ORGANISATION	Inverclyde Carers Centre
LOCATION	68-70 Cathcart Street. Greenock, PA15 1DE / Home working.
CONTRACT / HOURS	Permanent, 35 hours per week
RESPONSIBLE TO	Centre Manager and Board of Directors
RESPONSIBLE FOR	Financial Control and General Administration of ICC Short Breaks
SALARY / PENSION	£19,019 (pro-rata) 6% employer contribution to group pension scheme
LEAVE	23 days (raising to 28 days after 5 years' service) plus 9 days public holiday pro-rata

About The Role

The primary aim of this role is to co-ordinate the Inverclyde Family Breaks Project to provide breaks for Carers, Young Adult Carers, Children/Young People with additional support needs and their families to enjoy.

About Us

The main aim of the Inverclyde Carers Centre is to support Carers throughout Inverclyde and provide services which include one to one support, signposting to other services, information giving, financial advice, short break provision, relaxation therapies, counselling, support groups and training. We also strive to enhance the promotion and fostering of knowledge and appreciation of the role Carers play in society and to contribute to their quality of life.

About You

You will work closely with colleagues in this role. Your ability to promote and administer our Short Breaks programmes is the key requirement of the post. You should have an understanding of the unique challenges faced in the voluntary, charitable, and not-for-profit sector.

Main Areas of Responsibility

- To produce and circulate promotional information about the project using social media, newsletters and posters.
- To work with families and colleagues to plan activities and group outings.
- To support Carers to apply for holiday type breaks.
- To identify breaks offered by other Trusts or Charities and support Carers to apply for these.
- To collate and present information from Adult Carer Support Plans and other sources to enable a short breaks panel to prioritise breaks.
- To co-ordinate activities and outings for 100 Children/Young People with additional support needs and their families.

- To work with colleagues to plan and undertake evaluations with Children/Young People and Carers.
- To liaise with other local agencies and groups that are in contact with Children and Young People with additional support needs.
- Keep up to date with developments in the practice and delivery of Short Breaks.

Reporting

- To prepare reports for the Centre Manager and the Board of Directors on Short Breaks programmes.
- Support the organisation to present information for our funders and supporters, helping them to understand how Short Breaks money is used and ensuring our proposals reflect accurate costs of our services.

General Tasks

- To liaise with staff from other organisations in providing support to Carers.
- To accurately record relevant information about Carers.
- To inform the wider community of Carers services and issues.
- To maintain accurate records of service delivery.
- To contribute to the development of services and information for Carers.
- To attend meetings, conferences and training relevant to the role.
- To keep abreast of new developments and legislation affecting Carers.
- To carry out such work as assigned by the Centre Manager.

Other

- To comply and carry out duties with regard to all policies and procedures of the organisation.
- Keep abreast of current relevant legislation and practices.
- Work closely with the Centre Manager and other colleagues as part of a mutually supportive team.
- To carry out other duties appropriate to the post as requested by the Centre Manager.
- Work with the Centre Manager and other team members to develop effective management systems and working practices that make best use of human and financial resources.
- Adopt an approach which challenges one's own and others' attitudes, assumptions and behaviours that discriminate, prevent participation and foster disadvantage.