

Position: Project Worker (Under 16s)

Responsible to: Carers Project 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.

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
- Plan and facilitate a weekly programme for 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 signposting to additional support services or resources where required
- Carry out reporting and administrative duties, maintaining 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 Young Carers 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 Space 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 Young Carers service in identifying and supporting young carers and where appropriate supporting the transition to Young Adult Carers
- Publicise and raise awareness of the needs of young carers and Space 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 Carers Project Manager to secure funds for the Young Carers service
- Work within the policy framework and programme of activities agreed by the Board

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 and behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness; upholding the integrity of Space and living our values – welcoming, fun, creative, bold and trustworthy.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

Line Management, Support and Supervision

- Report to Carers Project Manager on a regular basis and undertake Support & Supervision
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PERSON SPECIFICATION

Essential skills and experience needed for this post
A minimum requirement of 3 years' experience working with children and young people, including individual and group work.
Experience of working with children and young people, as individuals and in groups, and working towards and achieving positive outcomes in a way which assesses need, addresses issues and is imaginative and empowering to young people.
Have a creative and innovative approach to delivering fun, interesting and educational group activities whilst adhering to a strict budget
Ability to form appropriate relationships with children and young people aged from 5 to 18.
Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by children and young people.
An understanding of the issues faced by young carers.
Some knowledge and experience of the way statutory and voluntary agencies are organised and some understanding of current community care policies.
Experience of linking in with agencies in the statutory and voluntary sector.
Ability to use own initiative and organise workload efficiently to meet deadlines
An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people.
Excellent (English) written, verbal and non-verbal communication skills
Ability to write progress reports and keep appropriate records of work with individuals and groups of young people.
Understanding of, and commitment to, the promotion of equal opportunities.
Competent and comfortable with the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams). Knowledge of smartphone apps such as Zoom/Whatsapp also advantageous.
The ability to share specialist knowledge for the development of colleagues.
Desirable skills and experience needed for this post
A relevant professional qualification in social work, youth work, community education, childcare or other relevant qualification.
Experience of working in the Voluntary Sector
Experience of reporting to funders
Supporting staff and volunteers in a group work environment
A current driving licence and access to a car for business use