



Group Development Worker  
Full Time (35 hours)  
1 Year Contract

(April 2023 – March 2024)

£28,722 p/a

Job Description, Benefits and Candidate Specification

January 2023

Edinburgh Young Carers  
Norton Park  
57 Albion Road  
Edinburgh EH7 5QY  
Tel: 0131 475 2322

<p><b>The Service</b></p>	<p>Edinburgh Young Carers (EYC) is a charitable voluntary sector organisation formed in April 1996. EYC is incorporated as a limited company governed by a Board of Directors.</p> <p>The service was established to provide dedicated support to young carers – children and young people who provide regular and substantial caring tasks for a family member or sibling due to illness, disability or addiction in the family. The service has an annual budget of approx. £500,000.</p>
<p><b>Aims</b></p>	<ul style="list-style-type: none"> <li>• To develop and maintain high quality child and young person-centred support services to young people with caring responsibilities in Edinburgh</li> <li>• To raise awareness of young carers' and young adult carers' needs, and to inform and assist agencies in developing appropriate support services</li> <li>• To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers and young adult carers.</li> </ul>
<p><b>Mission</b></p>	<ul style="list-style-type: none"> <li>• To provide support for young carers and young adult carers which meets their individual and collective needs and fosters their confidence and self esteem</li> <li>• To work in cooperation with other agencies, such as education, social work and health for the benefit of young carers, young adult carers and their families.</li> <li>• To strive for positive changes in the policies and practice of any service used by young carers and young adult carers.</li> </ul>
<p><b>Activities</b></p>	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> <li>• Information Provision</li> <li>• Personal Development &amp; Social Inclusion</li> <li>• Individual &amp; Peer Support</li> <li>• Rights Work</li> <li>• Promoting and Adhering to the Carers (Scotland) Act 2016</li> <li>• Young Carer Statement and Adult Carer Support Plan completion.</li> </ul>

<p><b>Job Overview</b></p>	<p>Edinburgh Young Carers is a lively, passionate and fun place to work. We are committed to providing a first-class service to young carers, young adult carers and their families and every member of the team has an equally important role to play in helping achieve this.</p> <p>Reporting to the Operations and Development Manager, you will work specifically with young carers between the ages of 5 and 25 to provide group respite from their caring situation using a person-centred approach.</p> <p>Promote the development of a range of support services and diverse activity programmes to meet the varied needs of young carers and young adult carers.</p> <p>Ensure young carers and young adult carers are aware of their rights and promote and raise awareness of these rights with other organisations.</p> <p>Enable young carers and young adult carers to be heard, to be listened to and to contribute to the development of the Edinburgh Young Carers service.</p> <p>Contribute to the delivery of the Service Outcomes of Edinburgh Young Carers.</p> <p>Perform other duties as reasonably requested by the Chief Executive.</p>
<p><b>Key Responsibilities</b></p>	<p><b>Service Delivery</b> To work with young carers and young adult carers to provide respite from their caring situation using a person-centred approach:</p> <p><b>Individual Support</b></p> <ul style="list-style-type: none"> <li>• Refer young carers and/or families as appropriate to other relevant support services.</li> <li>• Where appropriate, support Development Workers with the completion of Young Carer Statements and Adult Carer Support Plans</li> <li>• Where appropriate, provide information about community provision and support services for young carers and young adult carers, and make onward referrals</li> </ul> <p><b>Group Support</b></p> <ul style="list-style-type: none"> <li>• Lead/Assist in the planning, preparation and facilitation of a range of group work activities (such as trips, outings and general group activities).</li> <li>• Build positive relationships with the young carers and young adult carers using effective communication and listening skills and pass on any relevant concerns to the Development Worker or Operations &amp; Development Manager.</li> <li>• Engage with young carers and young adult carers to shape and develop the service and its activities and regularly evaluate the service we provide to ensure it meets the needs of the young people.</li> <li>• Maintain confidentiality regarding the young person's personal and sensitive information.</li> <li>• Attend and contribute to regular supervision sessions, team and planning meetings.</li> <li>• Participate in regular monitoring and evaluation of group work.</li> </ul>

- Carry out the duties of the post in adherence to the Equality Act 2010 which prohibits discrimination of any kind.
- Work as part of a team to ensure that the needs of the young people are being met.
- Undertake any other duties as reasonably requested by the Operations & Development Manager.
- Organise and take part in residential activities as required.
- Assist in supporting the young carers forum.

### **Children's Rights**

- Enable young carers and young adult carers to express their needs and wishes by adopting a child/young person-centred approach
- Enable and encourage young carers and young adult carers to participate in all aspects of shaping the Edinburgh Young Carers service
- Identify and develop new opportunities for the participation of young carers and young adult carers in the delivery of the project through the Young Carers Forum

### **Service Development**

- Ensure all work with children and young people is at all times in line with Getting it Right for Every Child
- Research relevant venues/agencies as part of group development, and build and maintain relationships with activity providers and short break venues
- Assist in the organisation of, or attend as required, training, conferences, seminars and publicity events.
- Identify and highlight opportunities to develop service activities
- Ensure the opinions and voices of young carers and young adult carers are heard through the forum group sessions.
- Work within the policy framework and programme of activities agreed by the Management Board of the Young Carers service.

### **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 as appropriate (e.g. service enquiries, Group reports, management information, training and evaluation).

### **General Duties**

- Carry out the duties of the post with regard to Edinburgh Young Carers service policies and procedures including Health and Safety
- Attend and contribute to regular supervision sessions and team meetings
- Maintain confidentiality over personal information relating to individual users of the service, adhering at all times to Edinburgh Young Carers' Data Protection & GDPR policies
- Undertake duties with a clear understanding of the service's policy on Child Protection, ensuring the fulfilment of individual responsibilities in the management of any child protection issue which may arise

	<ul style="list-style-type: none"><li>• Assist in the service's duty to our volunteers and sessional staff, by encouraging and supporting them within their roles, and promoting any vacancies as appropriate</li><li>• Assist in the management and monitoring of budgets/financial reporting and ensure financial procedures are followed</li><li>• Work as part of a team contributing to the smooth and effective running of the service</li><li>• Be primarily self-servicing including processing letters and reports, keeping appropriate records of work undertaken</li><li>• Undertake any other duties as reasonably requested by the Operations and development Manager</li></ul>
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<b>Contracted Working Hours</b>	Temporary 1-year contract. 35 hours per week, to be agreed with Operations and Development Manager. The core hours will be between 1pm - 8pm, however because of the nature of the work we do, some work may be undertaken at weekends. Outwith term-time, the hours worked during school holiday periods can be flexible subject to agreement with the Operations and Development Manager.
<b>Salary</b>	Starting salary £28,722 per annum, paid at monthly intervals on 25 <sup>th</sup> of each month. Salaries are reviewed annually.
<b>Special conditions</b>	The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check prior to a formal offer of employment being made.
<b>Office Location/Base</b>	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY, however, flexible home working is supported as appropriate. Due to the nature of the role, travel around the City will be required.
<b>Accountability and Support</b>	The Group Development Worker will be accountable to the Operations and Development Manager. Regular support and supervision will be provided, including reviewing development and skills, identifying training needs, two-way feedback and appraisal.
<b>Equal Opportunities</b>	Edinburgh Young Carers is committed to being an Equal Opportunities Employer.
<b>Annual Holidays</b>	Twenty-seven days and all statutory public holidays; pro-rata for Part Time positions.
<b>Pension</b>	Employees are automatically enrolled into an approved pension scheme, unless the employee decides to opt out. EYC matches employees’ pension contributions by 6% of gross contributions.
<b>Training</b>	All employees are entitled to access appropriate training to support their role, including a mandatory induction training programme. Training and Personal Development opportunities are extensive and actively encouraged.
<b>Staff Wellbeing</b>	Edinburgh Young Carers is committed to supporting employee mental health and overall wellbeing and we operate an open and safe environment. Complementary access to external support services and financial assistance is made available to all employees through Benenden Health. Family and friends can also be added to your plan.
<b>Cycle to Work Scheme</b>	Edinburgh Young Carers supports employee physical wellbeing and all employees have access to a Cycle to Work Scheme, providing discounted bicycles through salary deductions.

<b>Union</b>	Edinburgh Young Carers respects the right of employees to join a recognised Trade Union.
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<b>Person specification</b>	• Genuine interest in supporting and nourishing the livelihoods of children and young people	Essential
	• As a minimum requirement, 3 years' experience in working with children and young people, including individual and group work, in a way which develops young-person centred supportive activities, and is imaginative and empowering to young people.	Essential
	• Ability to form appropriate relationships with children and young people between the ages of 5-25.	Essential
	• Sound understanding of, and a sensitive approach towards, the situations, needs and difficulties faced by children and young people	Essential
	• An understanding of the issues faced by young carers.	Essential
	• Knowledge of the policies and legislation relevant to young carers, as well as a good understanding of the current local and national strategies and policies relevant to children and young people	Essential
	• The ability to form effective partnerships and network with colleagues and agencies in the statutory and voluntary sector.	Essential
	• Ability to use own initiative, work as part of a team and organise own work efficiently in consultation with the Operations and Development Manager	Essential
	• Good listening, verbal and written skills, including an ability to write progress reports and keep appropriate records of work.	Essential
	• Computer and smartphone literate, including effective knowledge and use of MS Office packages (Word, Excel, Outlook etc.) and ability to use mobile applications. Knowledge of presentation packages (i.e. PowerPoint, Canva etc.) would be advantageous.	Essential
	• An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people.	Essential
	• Understanding of, and commitment to, the promotion of equal opportunities policies and practice.	Essential
	• A relevant professional qualification in social work, youth work, community education, childcare or other relevant qualification would be desirable, but proven experience of working with children and young people will also be considered.	Essential
	• Knowledge and experience of the way statutory and voluntary agencies are organised.	Desirable
• The ability to share specialist knowledge for the development of colleagues and partners, through information exchange and/or training events.	Desirable	

