

**CARERS
TRUST**



**Youth Engagement
Officer
Recruitment Pack**

Youth Engagement Officer

UK Programmes, Policy and Impact

Contract:	Fixed term (Until End of March 2025)
Hours:	35 hours per week
Salary:	£29,000 - £33,000
Location:	Hybrid working anchored at the Glasgow office.

About the role

Our Youth Engagement Officer plays a critical role in making sure that young carer and young adult carer voices are heard. We are looking for a creative, inclusive worker who is equally comfortable working directly with young people, as they are telling truth to power. In this post you will support a diverse range of young people, delivering and supporting young carers and young adult carers to engage in the Scottish Youth Parliament, the media and other key stakeholders.

This post is also responsible for the development and delivery of our flagship event, the Scottish Young Carers Festival. Working with our partners at Scottish Government, you will design an event programme for over 500 young carers and their workers. This will include activities in consultation, wellbeing and information, and most importantly, be lots of fun.

About Carers Trust

Carers Trust is a UK infrastructure charity working to transform the lives of unpaid carers through our partnership with our national network of local carer organisations. We describe ourselves as a 'dual impact' charity, with a focus on both unpaid carers and local carer services. We support over one million unpaid family carers per year, including children and young adults providing care for friends and family members. Our activities include providing support to our network of local carer organisations, running programmes and services, distributing grants and working in the fields of policy and campaigning. We operate UK-wide and have offices in Cardiff, Glasgow, Rugby and London.

In 2022, we launched our strategy 'Building a Caring Society'. This states that we will not stop until:

- Every carer has access to a high-quality local carer organisation
- No carer is pushed into poverty or financially disadvantaged by their caring role
- All carers, regardless of circumstances or age, are able to enjoy a fulfilling role alongside their caring relationship.
- Work is well underway to deliver on our strategy, with income generation, diversification and the development of a more entrepreneurial approach high on our agenda. We have enjoyed a stable time financially in recent years. However, our ambitions are high and we intend to extend our impact across all areas of our operations.

Scope and Accountability

- Support young and young adult carers to have a say in the decisions that matter most to them, through a range of existing channels and the development of new opportunities to influence.
- In collaboration with our networks of local carer organisations, national carer and children's organisations, lead and manage the successful development and delivery of our co-production and consultation activities for young carers, making sure they have their voices heard.
- Lead on the development and delivery of the annual Scottish Young Carers Festival, including liaising with external delivery partners, local young carer services and others to deliver the event for over 500 young carers and their workers.
- Lead partnership work with national children's and young people's organisations and local carers organisations taking forward young carers views, enabling them to support young carers in their own work environment.
- Manage and deliver a training programme for the Young Carer and Young Adult Carer Advisory Group to support them to facilitate youth led campaigns.
- Manage and deliver training events and residentials for young carers aged 16-18 years old to support them to undertake media training and showcase their work at national events and through awareness raising activities.
- Support Carers Trust Scotland's Members of the Scottish Youth Parliament in their role. This includes being responsible for supporting young people to attend overnight events, adhering to child protection and safeguarding procedures.
- Provide and devise diverse and creative consultation methods to enable young carers from different backgrounds, with different needs and motivations, to contribute their views to feedback on proposed and current national policy development which impacts on their lives.
- Provide regular reports, both verbal and written, to the funders.
- Create new creative and inclusive resources (including digital) in partnership with stakeholders, as required to do so, following consultation findings.
- Present and disseminate key findings to stakeholders to influence practice and policy.
- Identify, negotiate, commission and coordinate all resources and activities for young carer consultation events.
- Work alongside with colleagues within Carers Trust and other partners to plan and manage media and PR opportunities for events and engagement activities.
- Provide frontline contact for all consultation events involving young carers and young adult carers.
- Take responsibility for event risk assessments being completed and distributed as required.
- Build impactful relationships with a range of decision makers including Scottish Government Officials, Ministers, MSPs, NHS Health Board Chief Executives, Directors of Education, Social Work before, during and after events to facilitate more effective one to one engagement with young carers and to ensure they are aware of issues affecting Scottish young carers

Person Specification



Experience

- Experience of supporting a range of people from diverse backgrounds and experiences to share their views on the issues that matter most to them.
- Experience of designing and delivering participation programmes that are creative, engaging and inclusive.
- Experience of facilitating involvement campaign activity.
- Experience of successful project planning and coordination.
- Experience of representing and speaking on behalf of an organisation.
- Experience of and commitment to partnership working.
- Knowledge and understanding of the policy landscape impacting unpaid carers. **(not essential)**

Skills

- Excellent inter-personal skills.
- Excellent planning and organisational skills.
- Excellent written and oral communication skills.
- Excellent negotiating skills.
- Excellent presentation and facilitation skills with the ability to speak engagingly in public to a range of audiences.
- Understanding of, and commitment to, Equal Opportunities policy and practice.
- Ability to effectively use evidence, synthesise and organise information and produce written material which is engaging, concise and clear.
- Ability to prioritise competing demands, meet deadlines and to organise own workload.
- To be self-servicing in IT skills e.g. Word, Excel, PowerPoint and Access, along with Microsoft.

Knowledge

- Knowledge and understanding of the challenges and diverse circumstances that Scotland's unpaid carers face across the different areas of their lives.
- Knowledge or experience of monitoring and evaluation processes.
- Knowledge of youth participation and engagement theory and practice.
- A knowledge of and a commitment to anti-racism and the wider EDI agenda.
- Knowledge of policy and legislation affecting young carers and children and young people in Scotland.

Safeguarding

- Any offer of employment is subject to PVG scheme membership

Working style

- A passion and commitment for lived experience leading change.
- Compassionate, open minded and curious approach to working alongside people with lived experience of caring.
- A proven track record in relation to the role
- A great eye for detail
- A 'can do' attitude.
- Willing to go the extra mile.
- Works in a business partner / collaborative style with all our stakeholders
- Able to constructively challenge, influence and do things differently to deliver positive organisational benefits.
- Strong ability to prioritise, work at pace, and under pressure.
- Ability and willingness to work flexibly.
- A proactive and collaborative approach to problem-solving

Carers Trust values



Our values are at the heart of who we are and everything we do. They inspire our thinking, guide our actions, and ensure we deliver the very best for unpaid carers.

We are Trusted

We work as a trusted partner working collaboratively and building genuine relationships with unpaid carers, network partners and supporters to deliver the services we say we will. We behave with integrity, transparency, and value everyone's contribution to our work.

We are Inclusive

We recognise the value of listening to the experiences of as diverse a group of unpaid carers, network partners and supporters as possible in helping us to meet the needs of unpaid carers in new and exciting ways and to shape services that are truly inclusive.

We are Courageous

We speak up, challenge and act when we see an opportunity or when there is an injustice and want to enable unpaid carers, network partners and supporters to be bold, and seek out opportunities for us to work together to create effective change and suggest innovative ideas for improvements in what we do.



