



**Schools Co-ordinator**

**Job Description, Benefits and  
Candidate Requirements**

**Full Time (35 hrs) Permanent**  
**Starting salary £28,722 p/a**

**Edinburgh Young Carers**  
Norton Park  
57 Albion Road  
Edinburgh EH7 5QY  
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## Salary and Benefits

<b>Salary</b>	<p>Starting salary <b>£28,722</b>.</p> <p>Edinburgh Young Carers aligns with the Scottish Joint Council (SJC) pay scales. This pay band starts at Pt 27 on this scale and yearly incremental salary increases are awarded up to the maximum pay band of Pt 30.</p>
<b>Annual Holidays</b>	27 days plus all statutory local authority public holidays.
<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>Flexible Working</b>	Employees have the option of hybrid working from either office or home as a base and hours may be flexible to suit the individual, whilst also meeting the needs of the organisation.
<b>Staff Wellbeing</b>	Edinburgh Young Carers is committed to supporting employees' mental and physical health and overall wellbeing and we operate in an open and safe environment. Complementary access to external support services is made available to all employees through <b>Benenden Health</b> after successful completion of a 6-month probationary period. Family and friends can also be added to your plan. Ongoing staff support is provided by the Management Team.
<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 new bicycles through salary deductions.
<b>Training</b>	All employees are entitled to access appropriate training to support their role. Training and Personal Development opportunities are extensive and actively encouraged.
<b>Equipment and Home Working</b>	Employees will be given use of a work laptop and mobile phone and all necessary supporting equipment to enable a comfortable working environment, both in the office and for home working

## About Edinburgh Young Carers

<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 physical or emotional care for someone at home due to illness, disability or addiction. The service has an approximate annual turnover of £700,000.</p>
<p><b>Aims</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain high quality child and young person-centred support services to young people with caring responsibilities in Edinburgh</li> <li>• Raise awareness of young carers’ needs and to inform and assist agencies in developing appropriate support services</li> <li>• Ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers.</li> </ul>
<p><b>Mission</b></p>	<ul style="list-style-type: none"> <li>• Provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem</li> <li>• Work in cooperation with other agencies, such as education, social work and health services for the benefit of young carers and their families</li> <li>• Strive for positive changes in the policies and practice of any service used by young 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>• Respite</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>

## Job Overview

Edinburgh Young Carers is a lively, passionate and fun place to work. We are committed to providing a first-class service to young carers and their families and every member of the team has an equally important role to play in helping achieve this.

Reporting to the Operations and Development Manager, co-ordinate our awareness-raising, training and support to schools and Higher Education (HE)/Further Education (FE) establishments across Edinburgh, with the aim to develop whole-school, sustainable approaches in the identification of, and support to, young carers.

Promote, manage and develop ***We Care: Schools for Young Carers*** award to schools across Edinburgh, and nationwide (funding dependent).

Work in partnership with Capital Carers and Space to ensure consistent delivery of schools and HE/FE work across the four localities of the City.

Ensure young carers are aware of their rights and promote and raise awareness of these rights with other organisations.

Contribute to the delivery of the Service Outcomes of Edinburgh Young Carers.

Perform other duties as reasonably requested by the Chief Executive.

## Key Responsibilities

### Service Delivery

- Co-ordinate and deliver awareness-raising work, training and support to schools across North-East and South-East Edinburgh, to Further Education and Higher Education establishments in the City, and to other organisations working with young carers and their families.
- Establish a Young Carer Co-ordinator (YCC) in each school/establishment we work with, and support them in this role. Regularly engage the network of YCC's through email communications, provision of information and training opportunities; and facilitate an Edinburgh Young Carer Co-ordinator Network, including organising and chairing the regular meetings of this network
- Design and deliver school-specific and Edinburgh-wide bespoke Continuing Professional Development/training opportunities to education staff (and professionals across other sectors) to raise awareness and identify hidden young carers, and to update on relevant local and national young carer policy and strategy
- Deliver assemblies and workshops to pupils in schools (at all levels of the curriculum); and students in HE/FE to raise awareness of young carers and young adult carers and encourage self-identification
- Support schools and YCC's to provide young carers with a Young Carer Statement, in line with the Carers (Scotland) Act 2016, and develop appropriate supportive practices within the school environment, in partnership with the EYC Development Worker (Schools and Young Carer Statement)
- Support schools and YCC's to develop Young Carer Policies, and provide general guidance and information about best practice in working with and supporting young carers in school
- Support schools and education professionals to refer young carers to EYC for specialist practical and emotional support
- To create and regularly update resources to support the role, including social media posts, posters, leaflets and guidelines for professionals.

### Service Developments

- Manage the established ***We Care: Schools for Young Carers Award*** throughout Edinburgh and nationwide as funding allows
- Create and regularly update innovative resources to use support the role, as appropriate, and maintain and promote those resources already developed. This will include social media posts, posters, leaflets and guidelines for professionals
- Attend regular steering group meetings and appropriate networks
- Maintain knowledge of current local and national policies and strategies relevant to young carers, and implement this knowledge within the role
- Assist in the organisation of, or attend as required, training, conferences, seminars and publicity events.
- Identify and highlight opportunities to develop service activities
- Support the Chief Executive to secure funds for the Edinburgh Young Carers service as required

- 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
- Monitor, evaluate and report on the work delivered in this role, including the We Care Award, and manage the project budgets
- Maintain other records as appropriate (e.g. service enquiries, management information, training and evaluation records)
- Prepare regular reports to the Operations and Development Manager and attend occasional Board meetings as requested.

### **General Duties**

- Work collaboratively with the members of the Edinburgh Young Carers Collaborative (Space and Capital Carers), particularly in relation to the delivery of our schools' work
- 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 Policy
- 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
- 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
- Assist in the management and monitoring of budgets/financial reporting and ensure financial procedures are followed
- Work as part of a team contributing to the smooth and effective running of the project
- Be primarily self-servicing including processing letters and reports
- Undertake any other duties as reasonably requested by the Management Team.

## Candidate Requirements

### Essential

- Genuine interest in supporting and nurturing the livelihoods of children and young people
- Experience of setting up, managing, monitoring and evaluating a project and its budget with minimum support
- Experience of developing and delivering presentations and running training events or workshops for both young people and professionals
- At least two years' experience in working with children and young people, in formal or informal education settings
- Sound understanding of, and a sensitive approach towards, the situations, needs and difficulties faced by children and young people
- An understanding of the issues faced by young carers
- Knowledge of the Scottish education system, Curriculum for Excellence and the Education (Additional Support for Learning) (Scotland) Act, and their relevance to young carers
- Knowledge of the policies and legislation relevant to young carers
- Computer and smartphone literate, including effective knowledge and use of MS Office packages (Word, Excel, Outlook etc.) and ability to use mobile applications.
- Ability to use own initiative, work as part of a team and organise own work efficiently in consultation with the Operations & Development Manager
- Good listening, verbal and written skills, and an ability to manage and negotiate communication with teachers and schools
- Proven experience of writing progress reports, keeping accurate records and managing budgets
- The ability to form effective partnerships and network with colleagues and agencies in the statutory and voluntary sector
- An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people
- A commitment to the promotion of equal opportunities policies and practice.

### Desirable

- 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
- Knowledge and experience of the way statutory and voluntary agencies are organised
- The ability to share specialist knowledge for the development of colleagues and partners, through information exchange and/or training events
- Experience in developing innovative resources or tools for use in schools or with children and young people
- Knowledge of presentation packages (i.e. Powerpoint, Canva etc.) would be advantageous.

## Working Terms

<b>Working Hours</b>	35 hours per week, to be agreed with Chief Executive (CE). The core hours will be during office hours (9-5), however, because of the nature of the work we do, some work may need to be undertaken outside office hours, including evenings and weekends. Outwith this, the hours worked during the week can be flexible subject to agreement with the CE.
<b>Special conditions</b>	<p>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.</p> <p>Employment is subject to a satisfactory 6-month probationary period.</p>
<b>Office Location/Base</b>	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY. Flexible home working is also available. Travel is required.
<b>Accountability and Support</b>	The Schools Co-ordinator will be accountable to the Operations & Development Manager. Regular support and supervision will be provided, including looking at developing skills, identifying training needs, feedback and appraisal.
<b>Equal Opportunities</b>	Edinburgh Young Carers service is committed to being an Equal Opportunities Employer.
<b>Union</b>	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.