Job Description

**Title:** Carer Peer Support Worker

**Organisation:**  Glasgow North East Carers Centre

**Responsible to:** Centre Manager

**Job Purpose:** The development of a wide range of peer support groupwork opportunities which will enable Carers, including Young Carers to manage their caring role and it’s impact, and maintain their own health and wellbeing. These opportunities will provide information and advice whilst allowing Carers to take a break from their caring roles and come together with others experiencing similar circumstances.

**Main Tasks:**

* To develop, facilitate and deliver peer support groupwork opportunities to both Adult and Young Carers
* Ensure the groupwork opportunities provide a range of outcomes including a break from a caring role, information and advice, emotional support and the opportunity to meet others in similar situations.
* Ensure opportunities and programmes are delivered and accessible in a wide range of venues throughout our service area.
* To ensure that effective records are kept relating to all activities undertaken
* Contribute to finance and fundraising opportunities which support the Centre's services, including groupwork services
* To attend and contribute to relevant meetings and any related working groups
* To contribute to team spirit and effective communication within the organisation
* To prepare reports as required by the Centre Manager
* To contribute to health and safety within the organisation
* To participate in all aspects of publicity for the organisation, contributing to promotions and events and raising awareness of the project and it’s services when necessary
* To support publicity of the Centre through awareness raising work including social media and the participation in local community networks

# General

* To support and maintain the underpinning standards and principles of service of Glasgow North East Carers Centre, our funders and partner agencies
* To work within Glasgow North East Carers Centre’s professional and administrative policies and practice guidelines
* To communicate with colleagues, carers and other agencies helpfully, professionally and courteously.
* To undertake such other duties as are required and are appropriate to the post

**NB** The above Job Description will be reviewed on an annual basis and may change as necessary with prior negotiation.