

## **JOB DESCRIPTION**

Position: Young Carers Project Worker (Under 18s)

Responsible to: Carers Services 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 with their caring role.
- Work with young carers and their families, on an individual and group basis, using a variety of interventions, to identify needs and to achieve positive outcomes.

### Key Tasks

#### **Individual Support**

- Process incoming Young Carer referrals which includes liaising with referrers and carrying out home visits to assess the individual support requirements.
- Offer young carer statements to document the specifics of the individual's caring role and help identify any challenges they are experiencing. Where issues are identified, take proactive measures to ensure young carers have equal access to support, respite and funding.
- Regularly review statements and one to one support plans, in conjunction with the young person, to ensure they are still relevant.
- Provide issue based one to one support to young carers.
- Attend Young Persons Planning Meetings within school setting.
- Assist young carers in articulating their needs and representing their views.
- Produce written and verbal reports when required.

#### **Group Support**

- Plan and facilitate a weekly programme of fun activity-based group support, taking into account the interests, age and stage of the group. Implementing issue based and cultural sessions where the need is identified.
- Develop innovative and creative ways of working with young carers, making best use of available resources and budgets.
- Source and engage with external companies to deliver specialised sessions, following appropriate health & safety procedures.
- Carry out risk assessments and obtain relevant permissions to ensure the safety of participants during group activities.
- Plan and facilitate off site activities, residential opportunities and summer day trips for young carer groups, following appropriate health & safety procedures.
- Support and train group workers and group volunteers, promoting opportunities for development.

### **Young People's Rights and Advocacy**

- Empower young carers to express their needs and wishes by adopting a young person-centred approach.
- Encourage young carers to participate in all aspects of shaping Space Young Carers services, through evaluation and gathering feedback.
- Identify and develop new opportunities for the participation of young carers in the delivery of the project.
- Raise awareness of the needs of young carers and Space's Carers services with relevant organisations, community groups, agencies and local media.
- Liaise with relevant organisations and agencies to identify young carers and enable them to access Space projects and other services.
- Operate in line with Getting it Right for Every Child (GIRFEC) at all times, work with statutory and other voluntary organisations to ensure the identified personal outcomes of young carers are met.
- Promote and adhere to the Carers (Scotland) Act 2016

### **Administration, Monitoring and Evaluation**

- Participate in the regular monitoring and evaluation of Space Carers services highlighting ideas or opportunities to develop the monitoring and evaluation framework.
- Maintain accurate detailed records and database of own caseload in a timely manner in order to track progress and inform funder reporting.
- Support the Carers Services Manager to secure funds by providing data such as case studies and young carers feedback to contribute to the application process.
- Take part in regular team meetings, assisting with note taking.

### **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.
- 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 the Carers Service Manager on a weekly basis and undertake regular Support & Supervision
- Facilitate support & supervision with young carers group workers and volunteers.

## PERSON SPECIFICATION

<b>Skills and experience required for this post</b>	
A minimum of 3 years' experience working with children/young people on a 1:1 basis and in a group setting.	Essential
Experience of supporting children/young people to work towards and achieve positive outcomes in a way which assesses need, addresses issues and is imaginative and empowering to young people.	Essential
Have a creative and innovative approach to delivering fun, interesting and educational group activities whilst adhering to a strict budget	Essential
Ability to form appropriate relationships with children/young people aged 5 to 18. Be able to demonstrate an adaptable approach to conversations with young people when switching from 1:1 work to group work	Essential
Have a sound understanding of, and sensitive approach towards, the needs and difficulties faced by children/young people, in particular those who are in a caring role	Essential
Have experience of supporting people with neurodiversity and/or ASD.	Essential
A strong understanding of Child Protection processes and how to handle safeguarding concerns in an appropriate manner	Essential
Ability to support, train and develop junior colleagues and volunteers	Essential
Have a proactive approach to tasks, showing excellent time management and an ability to use own initiative to organise workload efficiently to meet deadlines with minimal supervision	Essential
Have an approach to work which is positive, flexible and reflects a commitment to the rights of children and young people.	Essential
Excellent English communication skills – Listening, writing and speaking	Essential
Ability to write concise progress reports and keep accurate records	Essential
Have the flexibility to attend at least one residential trip per year (may be mid week or weekend) and take part in day time activities during the summer holidays	Essential
Competent and comfortable with the use of Microsoft Office – Applications frequently used: Word, Excel, PowerPoint, Forms, Outlook, Teams.	Essential
PVG Membership	Essential
A relevant professional qualification in social work, youth work, community education, childcare or other relevant qualification	Desirable
Have some knowledge and experience of the way statutory and voluntary agencies are organised and some understanding of current community care policies.	Desirable
Experience of linking in with agencies in the statutory and voluntary sector.	Desirable
Have a full driving licence and access to a car for business use	Desirable
<b>Values and Personal Attributes</b>	
Be prepared to live Space values and nurture a culture of positivity, compassion and kindness	Essential
Be patient and respectful with excellent interpersonal skills to naturally form appropriate relationships with people of all ages and backgrounds.	Essential
Be a team player, showing optimistic, determined and positive role modelling through shared learning and support.	Essential
Have high levels of resilience and adaptability, ready to embrace challenges	Essential
Have an appreciation for the impact of, and a desire to work in, the Third Sector	Essential