

Chief Financial Officer

Title of Post: Young Carers Service Manager
Hours: 35 hours per week
Salary: £29653-£37066
Responsible to: Chief Executive Officer

1. Key information

Young Carers Services Manager	
Employer	Angus Carers Centre
Work location	Angus Carers Centre, 8 Grant Road, Arbroath, DD11 1JN
Position type	Full time
Salary	£29653-£37066
Contract	All posts at Angus Carers Centre are subject to a 6-month probationary period.
Pension	Employer contribution of 3% based on an employee contribution of 6%
Equipment	Laptop, docking station and mobile phone
Benefits	Employee Assistance Programme (EAP)
Start date	As soon as possible following a formal offer of the post.
Application process	<p>To apply, please provide the following:</p> <ol style="list-style-type: none">1. A covering letter explaining why you are interested in this position, highlighting your relevant experience, and explaining how you meet the 'Person Specification' (detailed below). The letter should be between 800 and 1000 words.2. A CV, limited to two pages.3. Contact details for two work or education related references. (Please state clearly if you do not want us to contact references prior to interview.) <p>Completed applications should be sent to gill.bain@anguscarers.org.uk</p>
Interviews	Interviews will be held face to face in Angus Carer Centre Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency-based questions).
Contact information	If you have any questions, please contact Gill Bain, Chief Executive Officer: gill.bain@anguscarers.org.uk

About Angus Carers Centre

Angus Carers Association (trading as Angus Carers Centre) is an organisation established by carers, for carers. The Association was established in October 1996 and became part of the Royal Princess Trust for Carers network in November 1997, then becoming known as "Angus Carers Centre".

Angus Carers Centre is a well-regarded and successful charity/organisation providing tailored information, advice, emotional and practical support to young people and adults who care for a relative or friend who, due to illness, disability, mental health conditions or addiction, could not manage without their care and support.

Today Angus Carers Centre has 20 staff, 50 volunteers, 1,500 registered adult carers and 90 young carers.

Job Summary

As part of the Senior Management team you will be responsible for the day to day operations of the young carers and families project team. The postholder will:

- Create a safe environment for unpaid young carers to build genuine relationships to participate in meaningful and engaging activities allowing them to express themselves, share their dreams and aspirations.
 - Ensure that young carers under the age of 18 years old are identified and provided with the support and services that they require to achieve their identified personal outcomes
 - Manage the development of Angus Carers Centre's services, including identifying unmet need, monitoring, and maintaining standards in line with contractual agreements, and good practice,
 - Provide leadership, management, coaching, support to the team members,
 - Be responsible and accountable for the management of the team's financial budgets in line with Angus Carers Centre's financial and business support procedures,
 - Co-ordinate and manage the Young Carers Team to promote services and initiatives which enhance the quality of life and health & well-being of young carers in Angus, leading on agreed actions within the Angus Carers Strategy
 - Providing support and line management to the Families Programme worker.
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- Measure the impact of our work in a creative and ethical manner ensuring lessons learnt are identified and taken forward, reporting on outcomes and progress towards strategic objectives.
 - Work closely with other teams to ensure collaborative culture and synergies prevail across all areas of Angus Carers Centre's work,
 - Further develop a range of support services and diverse activity programmes to meet the varied needs of young carers
 - Maintain and build relationships with a broad range of public, private and Third Sector organisations, including schools, community groups, health and care providers, and others
 - In collaboration with other teams, use the evidence of impact of our work to influence policy and practice within the local area and beyond,

- Ensure organisational and local safeguarding and health & safety policies are adhered to and effectively implemented,
- Support teams in identifying unpaid young carers' needs, circumstances, and outcomes, and support them to achieve them by working collaboratively with colleagues, partners agencies and other organisations,
- Ensure unpaid young carers' voices and opinions are heard and taken into account in decision-making processes,
- Work collaboratively with Angus Carers Centre's teams to achieve its vision and strategic objectives,
- Continuously learn, reflect, and improve what we do to ensure evaluation is embedded into practice, and reflects agreed outcomes,
- Raise profile of Angus Carers Centre by facilitating information and development sessions with a wide range of organisations, communities, and individuals.
- Speak truth to power in a respectful, impactful and authentic manner,
- Comply with Angus Carers Centre's policies and procedures

Person Specification

Essential	Desirable
Batchelors or masters degree in Social Work, Community Education, or Youth Work/ Equivalent qualification or five years experience at a senior level.	Knowledge of legislation, strategies and policies relating to unpaid young carers
Understanding of Human Rights, the UNCR, GIRFEC and Children's Rights and the needs of diverse individuals and communities.	Experience of social care sector in Scotland, including the policy landscape affecting local authorities, health boards, health and social care partnership.
Full driving licence and suitable vehicle for travelling across Angus	Experience of working in the third sector
Experience of leading, motivating and building teams	Experience of working with young carers
Experience of multiagency working supporting the development and delivery of services within local communities.	Experience of managing budgets
Experience of working with a range of stakeholders.	
Experience of managing a team	
Awareness of the barriers that young carers face	

