

## **CARER SUPPORT DORSET**

### **Job Description**

<b><u>Job Title</u></b>	Young Carer Coordinator
<b><u>Accountable to</u></b>	Carer Support Dorset Manager
<b><u>Geographical Area</u></b>	Dorset
<b><u>Hours of Work</u></b>	FTE 37 hours a week including occasional weekend/evening
<b><u>Grade</u></b>	£24,313 - £25,295

### **Purpose of the Post**

Carer Support Dorset has been commissioned by Dorset Council as the Lead Carer Organisation for unpaid carers who are caring for a relative or friend who has an illness or disability. Launched in November 2019 we now have the opportunity to further develop our service. Young Carers can contact us to receive information and advice about support available across the County, and we can refer to Dorset Council for a young carer assessment and additional support.

This is a new role to extend our work with schools/colleges, to help them identify young carers and offer early support, to increase young carer awareness and increase referrals. This role will work closely with the Dorset Council Young Carers Team, Family Partnership Zones and other services to increase the offer to young carers including online and paper resources for young carers, schools, colleges and youth clubs.

Alongside other staff and volunteers, this role will build relationships with schools and colleges and support them to become young carer-aware and prepare and coordinate presentations for assemblies and groups. Working with our Communications team, they will lead on the development of young carer materials and create content for the website, social media and blogs.

At present this post is based at home, but will move to attending an office, currently in Ferndown, for at least part of the week. There will also be a need to travel throughout Dorset.

## **Key duties and responsibilities:**

The post holder will:

- Develop and deliver a plan to extend our work with schools/colleges/youth clubs, to build relationships and help them to become more carer aware in order to increase the identification and support for young carers
- Prepare and deliver presentations for assemblies and groups
- Coordinate other staff, including volunteers, to deliver presentations
- Work closely with other partners, including the Dorset Council Young Carers Team, to increase the offer to young carers across Dorset including online and paper resources for young carers, schools, colleges and youth clubs
- With the CSD Manager, recruit, train and supervise volunteers
- Work with the Communications team on the development of young carer materials and create content for the website, social media and blogs
- Ensure regular evaluation of the Service and that young carers views are sought and acted upon
- Ensure Safeguarding policies and procedures are followed and that staff and volunteers are adequately trained and policies implemented
- Actively cultivate knowledge of local, countywide and national resources relevant for young carers
- Become familiar with existing networks or groups supporting young carers within Dorset
- Ensure that accurate, timely and detailed records of all contacts are kept
- Create regular written and data reports for Commissioners and other stakeholders
- Liaise regularly with the CSD Manager and other staff to review work and prioritise requirements to meet demand
- Attend regular supervision meetings, to share good practice and ensure your own support needs are met

## **Additional Occasional Responsibilities**

As a member of a small team, the post holder will be expected as necessary to support colleagues by:

- Actively contributing to and participating in publicity events and represent the organisation in a positive manner and to raise awareness of carers' needs

## **General Requirements**

The post holder will be expected to:

- Possess the essential skills as detailed in the person specification
- Adhere to and uphold our mission, vision, values, strategic aims and policies
- Act with integrity and maintain the highest professional standards at all times
- Maintain a confidential, sensitive and discreet approach to personal, sensitive and organisational information
- Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and as a provider of services to carers
- Work collaboratively as a member of a small team, including volunteers, and to attend and actively contribute to team meetings
- Actively identify own training needs and personal development, and to participate in training sessions when required
- A flexible approach is required for this role and you may be asked to undertake other duties from time to time as determined by your line manager and in keeping with the purpose of the post and after consultation with the post holder

**This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly, including at annual appraisals, and may be changed in light of the needs of the organisation and following consultation with the post holder.**

**Employee signature:**

**Date:**

**Senior manager:**

**Date:**

**Carer Support Dorset  
Person Specification: Young Carer Coordinator**

***Important: A person specification is an accepted method of identifying who, from a range of candidates for a post, most closely matches the needs of the organisation and the tasks outlined in the job description. It will be used at both short-listing and interview stages. The person specification is issued with the job description so that the applicants can make judgements themselves about their ability to do the job. When completing the application form please mention your abilities for each section of the person specification, failure to do so may affect your short-listing score.***

	<b>How assessed</b>	<b>Essential / Desirable</b>
<b>Qualifications</b>		
Good standard of education	Application	Essential
Further qualifications in health and social care, including linked NVQs, social work degree, nursing qualification or equivalent experience	Application	Desirable
<b>Experience</b>		
Experience of working with schools/colleges	Application and interview	Essential
Experience of working directly with children and young people	Application	Essential
Experience of speaking to groups of people	Application and interview	Essential
Experience working with safeguarding policies and procedures	Application and interview	Essential
<b>Knowledge</b>		
Understanding of young carers' issues and rights	Application and interview	Essential
Good understanding of the Care Act 2014 and other linked legislation	Application and interview	Essential
Knowledge of multiagency working, including: education and children services	Application and interview	Essential
<b>Skills and Competencies</b>		
Excellent written communication skills	Application and interview	Essential
Able to communicate and positively challenge other professionals both within the work place and externally	Application and Interview	Essential
Able to communicate effectively with diverse members of the public	Application and interview	Essential
Able to use IT and databases to: manage time effectively, prioritise cases, record information gathered through assessments	Application and interview	Essential

<b>Personal qualities</b>		
Keen to learn and innovate	Application and interview	Essential
Resilient to change	Application and interview	Essential
Able to work as part of a team	Application and interview	Essential
Confident to take initiative	Application and interview	Essential
Able to prioritise work and manage time effectively	Application and interview	Essential
<b>Other</b>		
Able to work flexibly in terms of location, including home working	Application (supporting statement) and interview	Essential
Car driver and owner	Application/driving licence	Essential