

Job Description & Person Specification

Schools Development Worker

(9 Month Maternity Cover – to start 20th April 2020)

Job title: Young Carers Schools Development Worker

Location: Pontypool (Covering Monmouthshire)

Responsible to: Young Carers Manager

Salary: £21,500

Hours: 37 hours per week (9 month maternity cover)

PURPOSE

To co-ordinate and develop the delivery of the Young Carers in Schools Programme within the formal education settings, across Monmouthshire. The specific aim of the project is to support interested schools to implement the Programme and gain Carers Trust South East Wales' Award at the appropriate level, for example; The Basics, Beyond the Basics and Best Practice. To support the work of the Young Carers Service and Time Out Project, in line with the Monmouthshire Young Carers Strategy.

MAJOR RESPONSIBILITIES

- To conduct regular assessments and reviews of the needs of young carers to ensure the organisation is supporting them to achieve the outcomes that matter to them
- Attend activities, small group and one to one sessions for young carers
- Lead the delivery of tailored life skills programme to young carers
- To develop and review individual goal plans ensuring all changes are noted using Charitylog, a customer relationship management (CRM) database
- To maintain effective contact with families / young carers to monitor the effectiveness of the service provision and to assess & review their circumstances / needs at intervals set by the organisation
- To maintain accurate records for young carers in line with Data Protection requirements and confidentiality
- Undertake research amongst schools to identify interest in the Young Carers in Schools Programme
- Support schools to implement the Programme, gather evidence and create portfolios to be presented at the Peer Review Panel
- Deliver presentations and attend events as required to promote the Programme

- Deliver young carers awareness training for teachers, governors and support / education staff as required
- Host Peer Review Panel meetings as and when required
- Monitor and evaluate service quality including user/purchaser feedback

General

- To be committed to safeguarding and promoting the rights and welfare of carers and the people they care for
- To demonstrate a commitment to quality by contributing to the maintenance and future achievements within the Carers Trust Quality Award process and other standards
- To comply with the Code of Practice and Code of Conduct for employees
- To contribute to the organisation's public profile and influence / foster good relations with statutory and voluntary bodies
- To work outside of usual office hours; including evenings and occasionally weekends
- To carry out all duties in a professional and polite manner and in line with our values:

Open - We will always be honest and open in everything we do.

Fearless - We will not be afraid to make difficult decisions, to challenge opinions and attitudes, and make sure carers rights are protected

Innovative - We will lead by example, we will not accept the status quo, we will be flexible in our approach and we will be pioneers in our field.

Fair - We will treat everyone equally no matter what their background or circumstances

Trustworthy - We will place trust in our colleagues, in our partners, in our funders, and most importantly in carers and people with care needs.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job the organisation reserves the right to revise the job or to require that other or different tasks be performed as assigned. Team members are encouraged and supported to see their work in terms of goals and desired outcomes and not just performing the prescribed tasks. The job description is a broad description of the duties the post holder will be expected to perform with some examples given. The exact duties to be carried out are not limited to those examples.

Person Specification

Post of: Schools Development Worker (E = Essential, D = Desirable)

Experience Required
<ul style="list-style-type: none"> • (E) Experience of working with young people and/or young carers • (E) Experience of partnership working with multiple organisations from education, to local authorities, health boards and the third sector • (D) Working with the formal and informal education sectors • (D) Experience of planning and delivering learning activities
Skills and Abilities Required
<ul style="list-style-type: none"> • (E) Excellent communication skills • (E) Ability to work independently and within a team • (E) Effective presentation skills • (E) Ability to manage own time and workload and respond to and prioritise a range of competing demands • (E) Effective networking skills • (E) Excellent IT Skills, with experience of using Microsoft packages • (D) Ability to collect and present performance information • (D) Research skills • (D) Ability to communicate in Welsh • (D) Ability to represent the organisation in a professional capacity with external agencies and funders
Qualifications Required
<ul style="list-style-type: none"> • (E) A good standard of general education, with a commitment to continual professional development • (E) Qualification in Health and Social Care/relevant qualification or experience (Level 2)
Knowledge Required
<ul style="list-style-type: none"> • (E) A knowledge of and a commitment to equal opportunities • (E) An understanding of the needs of carers, young carers, people with a disability, dementia and people experiencing illness • (E) A knowledge of Health & Safety and Child Protection issues relevant to young people • (D) Monitoring and evaluation techniques • (D) Collating, interpreting and managing a range of information, including statistical information and user feedback • (D) An understanding of the social care sector / market
Other requirements
<ul style="list-style-type: none"> • (E) Willing to be flexible with their hours of work and willing to work outside of normal office hours when required • (E) Commitment to the values of Carers Trust South East Wales • (E) Full UK Driving Licence with access to a vehicle for work purposes transporting young carers.