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**Job Description**

# POST: Communications and Campaigns Coordinator

# Raising Awareness and Support of Young Adult Carers

SALARY: £26,446 per annum pro rata

LENGTH OF CONTRACT: Fixed term until 31 March 2024

HOURS: 30 hours per week or job share (in a job share one

candidate would focus on North Wales, while the other

focused on Ceredigion)

HOLIDAY ENTITLEMENT: 27 days – plus statutory bank holidays

PENSION: 6%

BASE: Home based with some travel around the Ceredigion, Wrexham,

Conwy and Denbighshire

SUPERVISORY SUPPORT TO: Potential volunteers

DBS: Enhanced DBS required

**Purpose of role**

To build a compelling and sustainable awareness raising and influencing movement throughout Ceredigion, Conwy, Denbighshire and Wrexham where Young Carers and Young Adult Carers are recognised, valued and supported.

**About Credu**

Credu is a person centred, strength based charity that gives support to Young Carers and Adult Carers. We operate through local teams who are supported by team managers and a small office based team in Llandrindod. See [www.credu.cymru](http://www.credu.cymru).

**About You:**

* Do you have the passion and energy along with the strategic mind set and skills to build a campaign where young carers and young adult carers are recognised, valued and supported in a way that works for them?
* Could you work effectively through schools, services and communities?
* Do our principles resonate and connect with yours?
* To **value every person** in the way we think, speak and act. We make **kindness** a priority.
* To **listen** to understand
* To focus on **strengths** of every person and **enable** people to use and share their gifts where they want to
* To focus on the **outcomes** that matter to the individuals we support, their families and communities
* To do what matters when it matters
* To value **relationships** and networks built on **trust**
* To be **brave** and do what is right, not what is easy
* To **reflect and learn** and **give space for others** to reflect and learn.

If your answer is a resounding ‘yes’, you may have found your tribe.

**How to apply:** Please e-mail your C.V. along with a supporting statement of no more than 1000 words, showing how you meet the person specification.

[hr@credu.cymru](mailto:hr@credu.cymru) by 9.00am 15th July.

**Aim with Young and Young Adult Carers:**

* You’ll be working towards counties (Ceredigion, Conwy, Denbighshire and Wrexham) where Young Carers and Young Adult Carers are recognised, valued and supported in schools, in the community and in health and social service settings.

**Aims for Credu:**

* Gain much needed communications capacity and capability within the organisation.
* Create an infrastructure of place based Young Carer Awareness Raising Champions and groups, that we can still keep raising awareness after the lifetime of the grant. This will be part of our design from the outset so that communities have 2 years to develop into self-sustaining, self-organising groups that will be connected by a network that supports and develops awareness raising practice into the future.

**Objectives:**

**To work with the wider team to:**

* Develop Young Carers Awareness local action groups that keep momentum awareness raising with Young Carers alive throughout the year and every year beyond the lifetime of the grant. These groups will respond to local context and opportunities constantly innovating awareness raising and training.
* Encourage schools in five counties to adopt Young Carers policy and develop locally relevant inset day training resources and school assembly and PSE resources as well as resources for the Carers Champion. This will be co-designed and coproduced with Young Carers.

The resources will make it easy for schools to develop annual habits of recruiting carers champions, doing inset training, delivering assemblies and PSE lessons that raise awareness of Young Carers.

* Enable Health and social services to adopt annual habits of training and awareness raising with their work force. Working with the Young Carers you’ll work hard to make the materials inspiring and transformational.
* Ensure that the campaigns are be dignifying and make Young Carers and their families feel proud.
* Ultimately improve young carers experiences of school and other settings so that their life chances will improve.
* Support Young Carers involved in the coproduction effort to gain lots of skills and experience as part of their involvement.
* Keep the Young Carers agenda in the local media.

**The scope of the role includes:**

Person Centred Support

* To engage with Young Carer Champions in a way that is person-centred, collaborative and recognises strengths as well as needs.
* To ensure that all raising awareness campaigns are Young Carer-led and co-produced alongside Young Carer Champions.

Support Carers to feel more connected to others

* Support the development of Young Carer peer groups for for those wanting to raise awareness and share their stories to raise awareness of caring
* Plan and facilitate Carer Champion and representative groups.

Raise awareness within local communities and among services that impact Young Carers lives

* Facilitate Carer Aware training for professionals and community members.
* Coordinate ‘Pop Up & Rock Up’ community events to raise awareness and provide information
* Develop and share awareness raising materials / promotional materials
* Lead on the further recruitment, training and groups for Carer Champions to help raise awareness of caring

Monitoring, reporting and administration

* Monitor the project based on a project plan with key milestones.
* Track, manage and report on the project budget.
* Compile progress reports to track and communicate the achievement of project deliverables on a quarterly basis.
* Evaluate the project and report on this with recommendations to sustain the learning of the project.
* Complete your own timesheets, expenses forms and administration duties – as well as overseeing those duties associated with line managing the Raising Awareness Worker.
* Draft Case studies and Carers Stories to highlight Carers’ issues and the difference made to Carers.

Evaluation and learning

* Share learning and insights from your practice to enable us to refine our approach to supporting carers.

Uphold organisational priniples

* To **value every person** in the way we think, speak and act. We make **kindness** a priority.
* To **listen** to understand
* To focus on **strengths** of every person and **enable** people to use and share their gifts where they want to
* To focus on the **outcomes** that matter to the individuals we support, their families and communities
* To do what matters when it matters
* To value **relationships** and networks built on **trust**
* To be **brave** and do what is right, not what is easy
* To **reflect and learn** and **give space for others** to reflect and learn.

Uphold safety

* Working in a way that is conducive to your own safety and that of others – including ensuring that events and activities are risk assessed and also delivered in a Covid-safe manner.

General Duties

* Be an active part of Powys Carers and wider Credu team, linking with other outreach workers as well as with other local partners.
* Work within Credu’s policies and procedures, including those relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection: reporting all concerns to an appropriate person.
* Participate in training as required and take an active role in own appraisal and professional development.
* Act as a good role model for others.
* Undertake any other reasonable duties that the CEO or Team Leader may require.

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| **Person Specification** | | | |
|  | **Attributes** | **Score** | **Method of Assessment** |
| **Qualifications, Experience and knowledge** | | | |
| 1 | Professional qualification and or experience of working with supporting people or community development | 5 | Application |
| 2 | Experience of person centred planning and support | 5 | Application  Presentation |
| 3 | Experience of managing themselves, others and volunteers | 5 | Application  Presentation |
| 4 | Experience of working with Carers | 2  Desirable | Application |
| 5 | Experience of setting up community based projects | 3  Desirable | Application |
| 6 | Knowledge of services and sources of support for Carers in the area | 3  Desirable | Application  Interview |
| 8 | Knowledge and understanding of the specific needs of Carers in the area | 3 | Application  Interview |
| 9 | Knowledge and/or experience of coordinating and delivering successful communications and campaigns | 4 | Application |
| 10 | Experience of reflective practice | 3 | Application  Interview |
| **Skills** | | | |
| 12 | Advocacy skills | 4 | Application |
| 13 | Group facilitation skills | 5 | Application  Presentation  Interview |
| 14 | Ability to communicate effectively at all levels, including statutory and voluntary agencies. | 5 | Application  Interview |
| 15 | Adept at prioritising work load under pressure and effective at time management | 4 | Application |
| 16 | Organising activities and events | 4 | Application  Interview |
| 17 | Monitoring, evaluation and reporting skills | 4 | Application |
| 18 | Person-centred conversational skills | 5 | Application  Interview |
| 19 | Computer skills (Windows and Microsoft Office, Using Bespoke Databases, Website Management and Social Media) | 5  Essential | Application |
| 20 | Ability to speak and write in Welsh with Carers or willingness to increase confidence to do this | 4  Highly desirable | Application |
| **Attitude** | | | |
| 21 | Passionate about supporting people to realise their outcomes | 5 | Application  Interview |
| 22 | Enabling and facilitative in approach to supporting people | 5 | Application  Interview  Presentation |
| 23 | Keen to reflect on and learn from practice | 4 | Application  Interview |
| 24 | Able to form productive collaborations with other organisations and colleagues | 5 | Application  Interview  Presentation |
| 25 | Positive, friendly and confident | 4 | Application  Interview |
| 26 | Proactive, dynamic and able to inspire and enthuse others. | 4 | Application  Interview |
| 27 | Committed to putting equal opportunities into practice. | 5 | Application  Interview |
| 28 | Strong values that are compatible with Credu’s values. | 5 | Application  Interview |
| 29 | Flexible and adaptable approach to work | 4 | Application  Interview |
| 30 | Solution focused, creative thinker | 4 | Application  Interview |
| 31 | A willingness to participate in initial training as well as ongoing personal and organisational development | 5 | Application  Interview |
| 32 | Able to uphold the ethic of confidentiality | 5 | Application  Interview |
| **Other** | | | |
| 33 | Able to travel throughout ~~Powys~~ Ceredigion, Conwy, Denbighshire and Wrexham | 5 | Application |
| 35 | Able to work during normal office hours, some regular evenings slots and occasional weekends/long days | 4 | Application  Interview |