**Job Advert / Job Description / Person Specification**

# POST: Coproducing Respite Coordinator

FUNDED BY: Powys Regional Partnership Board (Welsh Government Regional

Integration fund)

SALARY: £26,446 per annum pro rata

LENGTH OF CONTRACT: Fixed term until 31 March 2023 (continuation funding is hopeful but

not guaranteed)

HOURS: 30 – 37.5 hours per week

HOLIDAY ENTITLEMENT: 27 days – plus statutory bank holidays

PENSION: 6%

BASE: Home based with travel around Powys

SUPERVISORY SUPPORT TO: Volunteers

DBS: Enhanced DBS Children & Adults required

**Purpose of role**

To build on our innovative, co-productive, person centred respite project that is supporting Carers to have a more manageable caring role.

**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 effectively co-ordinate a pioneering respite project that supports carers to make their unique caring role manageable?
* Are you deeply committed to person centred and reflective practice?
* Could you collaborate with Carers, colleagues services and communities?
* Could you influence the local and national respite agenda, with support?
* 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’, AND you are great to work with, 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 on 11th July.

### **Focus of the Coproducing Respite / Manageable Caring Role Co-ordinator Post**

The focus of the post is to build on and co-ordinate the person centred implementation of the Co-producing Respite Project, ensuring:

* Excellent refinement and implementation of the project plan.
* Clear and smooth processes that enables a person centred experience from beginning to end.
* Good awareness of project, how it can be accessed by Carers as well as services.
* Development of collaborative relationship with organisations that can help expand opportunities for traditional and creative respite; this will include developing and co-ordinating our approach to undertaking Carers Assessments.
* Development of local capability and capacity within Powys to sustain approaches to facilitating person centred respite beyond the funding period.
* Excellent monitoring and evaluation processes, so that we are constantly learning and refining the project and sharing learning.
* Development of information resources and opportunities that support informed choices.

You will be able to collaborate with the Powys Outreach Team Manger and the Awareness Raising Co-ordinator, to ensure that the project is integrated into the fabric of our support for Carers.

Person Centred Support Mentoring/Supporting Outreach Workers/Powys Team? Support is mostly to Outreach Workers or Case Holding professionals, with some direct support to individual Carers.

* To engage with Carers in a way that is person-centred, collaborative and recognises strengths as well as needs.
* To adapt the support, you give, whether it is information / emotional support / connecting with others / signposting in a way that is bespoke to the outcomes that the Carer has identified
* To provide support through one to one visits / community based surgeries

Support Carers to feel more connected to others

* Support the development of peer groups, trips, training and activities that connect Carers with each other as well as with opportunities to access experiences outside of their caring role.
* Promote the connection of Carers with local communities and to access activities and opportunities alongside their peers.

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

* Support events with and for Carers.
* Deliver awareness sessions, workshops and presentations.
* Share awareness raising materials / promotional materials
* Help with recruiting and support volunteers and supporters.

Monitoring, reporting and administration

* Monitor case records and statistics on our central database
* Complete your own timesheets, expenses forms and administration duties.
* Draft Case studies and Carers Stories to highlight Carers Issues and the difference made to Carers.
* Presenting to Credu, Carers Steering Group and other stakeholders.

Evaluation and learning

* Share learning and insights from your practice to enable us to refine our approach to supporting carers an influence policy and practice beyond Credu.

Uphold organisational principles

* 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.
* Be the safeguarding lead for children and young people and promote their safety.

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. 1 | Understanding & experience of person centred, outcome focussed & strength/asset based approaches | 5 | Application and Interview |
|  | Level 4 qualification OR willingness to work towards a Level 4 qualification in Health and Social Care  Level 5 qualification in Health and Social Care is desirable | 5  2 | Application and Interview |
| 1. 3 | Experience of managing themselves and volunteers | 5 | Application  Presentation |
| 1. 4 | Experience of community development | 2  Desirable | Application |
| 1. 6 | Knowledge of services and sources of support for Carers in the area, including traditional respite. | 3  Desirable | Application  Interview |
| 1. 8 | Knowledge and understanding of the specific needs of Carers in the area | 3 | Application  Interview |
| 1. 9 | Knowledge of relevant legislation and strategies concerning Carers. | 3 | Application |
| 1. **Skills** | | | |
| 1. 13 | Group facilitation skills | 4 | Application  Presentation  Interview |
| 1. 14 | Ability to communicate effectively at all levels, including statutory and voluntary agencies. | 5 | Application  Interview |
| 1. 15 | Adept at prioritising work load under pressure and effective at time management | 4 | Application |
| 1. 16 | Organising activities and events | 3 | Application  Interview |
| 1. 17 | Monitoring, evaluation and reporting skills | 4 | Application |
| 1. 18 | Person centred & outcome focussed conversational skills | 5 | Application  Interview |
| 1. 19 | Computer skills (Windows and Microsoft Office, Using Bespoke Databases) | 4 | Application |
| 1. 20 | Ability to speak Welsh with Carers or willingness to increase confidence to do this. | 3  Desirable | Application |
| 1. **Attitude** | | | |
| 1. 21 | Passionate about supporting people to realise their outcomes | 5 | Application  Interview |
| 1. 22 | Enabling and facilitative in approach to supporting people, a natural coach and mentor | 5 | Application  Interview  Presentation |
| 1. 23 | Keen to reflect on and learn from practice | 5 | Application  Interview |
| 1. 24 | Able to form productive collaborations with other organisations and colleagues | 4 | Application  Interview  Presentation |
| 1. 25 | Positive, friendly and confident | 4 | Application  Interview |
| 1. 26 | Proactive, dynamic and able to inspire and enthuse others. | 4 | Application  Interview |
| 1. 27 | Committed to putting equal opportunities into practice. | 5 | Application  Interview |
| 1. 28 | Strong principles that are compatible with Credu’s principles. | 5 | Application  Interview |
| 1. 29 | Flexible and adaptable approach to work | 4 | Application  Interview |
| 1. 30 | Solution focused, creative thinker | 3 | Application  Interview |
| 1. 31 | A willingness to participate in initial training as well as ongoing personal and organisational development | 5 | Application  Interview |
| 1. 32 | Able to uphold the ethic of confidentiality | 5 | Application  Interview |
| 1. **Other** | | | |
| 1. 33 | Able to travel throughout Powys | 5 | Application |
| 1. 35 | Able to work during normal office hours, some regular evenings slots and occasional weekends/long days | 5 | Application  Interview |