

Job Description

Young Carers Support Co-ordinator (Volunteering Lead)

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| Hours | 22.5 hours (3 days per week) initially. To include a Wednesday and Thursday. Potential to increase to 30 hours (4 days) per week. |
| Salary | Actual Salary £24,500 - £26,000 (FTE) |
| Place of work | Unit 12, Winnall Valley Road, Winchester, SO23 0LD (some flexibility to work from home) |
| Responsible to | Manager |

Main Purpose of Post

This role has three major responsibilities:

- i. Delivering the Young Carers Exploration Programme, which provides emotional wellbeing support to young carers aged 8-17
- ii. Supporting the delivery of the annual activities programme
- iii. Coordinating the work of volunteers, including recruitment, induction and ongoing professional development.

Key Tasks

- Work as part of a team, leading the weekly delivery of the Charity's term-time Exploration Programme that takes place on Wednesday evenings.
- Support the Young Carer's Support Coordinator Activities Lead in organising and delivering aspects of the Charity's Activity Programme, that takes place on some evenings and during school holidays.
- Coordinate a team of volunteers including their recruitment, training, retainment, supervision and professional development.
- Confidently Identify what support is needed for a young carer and work with the team to make appropriate referrals to other organisations when necessary.
- Record all interventions with young carers into the Charity's database system.
- Take every opportunity to raise awareness of young carers and the issues they face with individuals, families, partner organisations, and funding organisations.
- Follow all of the Charity's policies and guidelines, including safeguarding, and lone working and ensure that volunteers adhere to relevant policies.
- Proactively contribute to the wider work of the team by attending relevant team meetings and training as and when required.
- Undertake any other duties as determined by the Manager that are appropriate to the level of this role.

Young Carers Support Co-ordinator – Person Specification

| Experience | Essential | Desirable |
|---|-----------|-----------|
| Minimum 18 months experience of working with children and/ or young people aged 8-18 in an education, youth work, health, social care or voluntary setting. | √ | |
| Experience of planning activities or interventions with children and young people | | √ |
| Experience of working in a multi-agency setting to support children and young people's wellbeing. | | √ |
| Working with and/or supervising volunteers. | | √ |
| Lived experience or good understanding of issues facing young carers. | | √ |

| Skills | Essential | Desirable |
|--|-----------|-----------|
| Ability to organise and work to deadlines. | √ | |
| Ability to communicate with children, young people & adults. | √ | |
| Ability to work as part of a small team and be flexible. | √ | |
| Ability to use own initiative. | √ | |
| Ability to use IT systems including Databases, Microsoft Word, Spreadsheets etc. | √ | |
| Creative thinker, able to implement ideas and try out new ways of working. | | √ |

| Training/ Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Relevant training to NVQ 3 or equivalent in a related field (e.g. Youth Work, Health and Social Care, Education). | | √ |
| Certificate or training in First Aid. | | √ |
| Recent safeguarding training. | | √ |
| Recent training in behavioural and emotional factors affecting children and young people. | | √ |

| Special Factors | Essential | Desirable |
|---|-----------|-----------|
| A passion to make a difference in supporting children and young people. | √ | |
| Driving Licence and use of a car | √ | |
| Able to provide transport to some young carers. | √ | |
| Ability to work Wednesday evenings and additional evenings on occasion, in order to deliver activities. | √ | |
| Enhanced DBS Check (undertaken by the charity) | √ | |
| Willingness to undertake on and off the job training. | √ | |

To apply for this role please complete an application form (found on our website <https://winchesteryoungcarers.org.uk/vacancies/>) and email it to anna@winchesteryoungcarers.org.uk by 5pm on Friday 17th November.