

Job Description

Young Carers Support Co-ordinator (Volunteering Lead)

Hours	30 hours (4 days per week). To include a Wednesday and Thursday.
Salary	Actual Salary £22,042 (pro-rata 30 hours) £27,185 (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.
- Carry out assessments of young carers and their families to identify support needs 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 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.		√
Counselling skills		√

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