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**Norfolk Family Carers**

**Young Carers Service Development and Groups Project Worker**

**Job Description and Person Specification**

**December 2021**

Before you start the application process you should make sure you have informed yourself of all of the necessary documentation associated with this application.

**Please reference as YCSD/GPW**

Please complete and enclose / attach the Application Form and Equalities Monitoring Form

and return to: admin@norfolkfamilycarers.org

Or alternatively please send to:

Norfolk Family Carers, First Floor, 36 St Giles Street, Norwich. NR2 1LL

**The closing date for applications is midday on 11th January 2022**

**Applications received after this time will not be considered.**

**Job Description**

**Post:** Young Carers Service Development and Groups Project Worker

**Hours:**  13 hours per week

**Salary:** **Reports to:** Chief Operations Officer

**Responsible for:** No line management responsibilities although may be responsible for managing staff and volunteers at groups and activities.

**Main Purpose and Scope of Job:**

Are you looking for a rewarding, varied role where you can really make a difference? Do you enjoy working with young people?

We are offering an enthusiastic motivated, resilient and experienced youth worker the opportunity to join our team at an exciting time. The new role will be key to the future development and expansion of our young carers’ services as part of our Young Carers Groups project team.

The role has two key elements:

* To work closely with the Board of Trustees and Chief Operations Officer to scope develop and plan additional services offering positive support for young carers in line with our strategic goals.
* To support the delivery of existing weekly young carers groups and holiday activities. You will offer emotional support and help young carers to engage in a wide range of activities and new experiences with the aim of increasing self-confidence, skills and resilience whilst proving a break from their caring responsibilities. You will work closely with the wider young carers team to plan and prepare young carer activities and groups.

The groups take place on Wednesday and Thursday evenings during term time.

Our Young Carers Group Project supports young carers who provide regular and substantial care for a family member with a long term physical illness, disability, mental health condition, learning disability or substance misuse. The post holder will draw upon personal and professional qualities, values and integrity to ensure that young carers are recognised, supported and valued, and to provide them with a response that is sensitive and in line with a mission to support family carers in Norfolk, in ways meaningful to them.

**Duties and Key Responsibilities:**

* To work with the Board of Trustees, Strategy Committee and Chief Operations Officer to scope, develop and plan additional services supporting young carers aged 5-18.
* To play a central role in the development and delivery of an equitable and consistent young carers support service.
* Gather and collate information to support the development plan including input from service users.
* Liaise and communicate with professionals and members of the local community.
* To contribute information and ideas to support funding applications.
* To be involved in planning and preparation for groups and activities.
* Providing emotional support at group and holiday activities and help young carers to engage in activities to increase confidence and skills, and have a break from their caring role.
* Work closely with all young carers staff, volunteers and Young Carers Group Co-ordinator.
* To carry out food and equipment shopping immediately prior to groups when required.
* To develop positive, professional and empathetic relationships with young people, ensuring they feel listened to and supported.
* To support young carers to identify and focus on strengths they can develop to build positive coping strategies and resilience.
* To report any safeguarding concerns where you believe a child, young person or vulnerable adult has suffered, or is likely to suffer, significant harm, in line with organisational policies and procedures.

**General Responsibilities:**

* To maintain accurate records of all work undertaken as required by Norfolk Family Carers and report to the Board and Managers as required.
* To understand and comply with the organisation’s monitoring and evaluation systems.
* To comply with organisational policies and procedures.
* To prepare for and actively participate in supervision and appraisal processes.
* To undertake any other relevant duties and training as may be required by the Chief Operations Officer.

**Terms**

4 hours per week to be worked in office in Norwich and 9 hours at groups on Wednesday and Thursday evening and flexibly during the school holidays.

This post is based at the Norfolk Family Carers office, First Floor, 36 St Giles Street, Norwich NR2 1LL

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| **Factor** | **Essential** | **Desirable** |
| **Skills and Abilities** | Positive, non-judgemental attitude  Effective and sensitive communication and advocacy skills  Good time management and punctuality  Appropriate boundaries when working with young people  Ability to work on own initiative and collaboratively, building effective working relationships  Willingness to undertake new tasks and contribute to own development  Ability to travel using own transport with business insurance  Ability to work flexibly including evenings and weekends | Current First Aid Certificate  Current Food Hygiene and Safety  Safeguarding Training  Experience of project management experience |
| **Experience** | Proven track record of working in a supporting or care giving role with children and young people  Previous experience of planning and delivering group work | Previous experience of working with Young carers or life experience that provides insight  Personal experience of caring/the caring role/being a family carer  Previous experience of working with families in multiple deprivation/challenging circumstances |
| **Knowledge** | Understanding of the demands and impact of caring on children and young people and the wide range of issues to which it can contribute  Knowledge of the legal implications of working with young and vulnerable people, including confidentiality, information sharing, safeguarding of children and vulnerable adults and promoting the welfare of children | Good knowledge of relevant local services |
| **Qualifications and Other Requirements** | Relevant academic qualification (e.g. degree or NVQ) e.g. in psychology, early years, youth work.  Ability to exhibit and apply awareness of positive actions, diversity and equal opportunities in service delivery The personal qualities below are all of equal importance:  * **Integrity** (to demonstrate high standards of integrity, honesty and fairness to help to deliver an excellent service to Young carers) * **Adaptable** (to shape your personal vision and working practices to respond to, and contribute to, cultural and operational change within Norfolk Family Carers) * **Service focused** (to respond to the internal and external stakeholders in a timely and appropriate manner and maintain the required level of quality service) * **Self-awareness** (to be aware of one’s own strengths and weaknesses and the impact these may have on others) * **Flexibility** and a preparedness to multi-task as well as pay attention to detail and driven to ensure tasks are achieved * **A willingness** to learn and be open to continuing professional development |  |

**Annual Leave**

The Annual Leave period is from 1st April until 31st March. The Annual Leave entitlement is 28 days plus Bank Holidays (pro rata).

**Pension Contribution**

Norfolk Family Carers operates a contributory pension scheme which complies with the regulations regarding pensions auto-enrolment. Additional information is available on application and will be provided to successful applicants.

As a term of your employment with Norfolk Family Carers, you may be required to undertake other duties at your initial place of work or another premises as may reasonably be required of you. This is a description of the job as it is at present constituted. It is the practice of Norfolk Family Carers to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then performed, or to incorporate whatever changes are being proposed. The employee and their line manager jointly conduct this procedure. You will, therefore, be expected to participate fully in such discussions and in connection with them, to re-write your job description to bring it up to date if this is considered necessary or desirable. It is Norfolk Family Carers’ aim to reach agreement on reasonable changes, but if agreement is not possible Norfolk Family Carers reserves the right to insist on changes to your job description after consultation with you.