

JOB DESCRIPTION

Job Title:	Young Carers Activities Coordinator
Salary:	£25,296 gross per annum
Hours:	35 hours per week
Holidays:	28 days per year plus Public Holidays
Pension:	Work Place Pension Scheme with Peoples Pension.
Employer:	Richmond Carers Centre (RCC)
Supervised by:	Young Carers Support Team Leader
Funding:	Funding for this role is to end March 2022.
Base:	5 Briar Road, Twickenham. TW2 6RB

Purpose of Job

To plan, deliver and promote a programme of activities for the school holiday periods, after school groups and some weekends for young carers aged 5-18 years.

To support young carers to access the school holiday programme and after school activities to promote their wellbeing and provide them with a break from their caring role.

Key Responsibilities

1. To research and commission a suitable holiday programme and term time programme of activities for young carers aged 5-18 years.
2. To arrange suitable transport where needed for trips, including mini buses, public transport or booking approved local taxis.
3. To create promotional material to go out to families to promote activity programmes and break opportunities.
4. Work with Young Carers Support Team Leader to make sure activities are within budget; meeting requirements of funders and targets.
5. To ensure that organisations providing activities abide by legal requirements and guidelines for taking young people away for holidays, outings, and activities, including Health and Safety regulations and General Data Protection Regulations.
6. To carry out risk assessments on all activities (with support from Young Carers Support Team Leader and Young Carer Support Worker).

7. To produce emergency contact details for all trips and activities, including assessing young carer's individual needs and matching them appropriately to activities.
8. To work with key partner agencies in the voluntary and statutory sectors to coordinate and facilitate after school groups and holiday activities for young carers.
9. To source ideas and develop local connections in the community and with organisations to help in the delivery of after school groups and holiday activities.
10. To participate in the delivery of after school groups and holiday activities throughout the year.
11. To assist in the recruitment, support and supervision of young carers service sessional staff, with particular emphasis on delivery of group support and activities.
12. To keep records of activities, produce evaluation reports and ensure all records and information is kept up to date.
13. To complete and provide outcome surveys for all activities and contribute to the annual outcome project.
14. To contribute to the quarterly board report, targets and support with other reports as required by the Young Carers Service.
15. To comply with Richmond Carers Centre policies including those on equal opportunities, confidentiality, general data protection regulations, and health and safety.
16. To provide regular information updates and support resources to young carers, coordinating with Young Carers Support Team Leader and Communication and Information Coordinator.
17. To plan and deliver a range of digital support and activity options for young carers across various platforms while adhering to Richmond Carers Centre's Online Safety and Social Media Policy.
18. To carry out other tasks as may be required from time to time by Richmond Carers Centre.
19. To participate in learning and development as and when necessary.
20. To assist RCC achieve our commitment to being more environmentally responsible and to reduce our carbon footprint where possible.

This post is subject to the employee undertaking an enhanced DBS check - renewable every 3 years.

PERSON SPECIFICATION

Young Carers Activities Coordinator

	QUALIFICATIONS/EXPERIENCE	Application Form / Interview
	Essential	
1	A broad understanding of the issues affecting young people.	Application / Interview
2	A sensitivity to, and understanding of, the potential impact of being a young carer.	Application / Interview
3	A good level of English, both written and verbal, and a good level of Maths.	Application / Interview
	Desirable	
4	Knowledge of the legal framework and recent policy developments in health and social care affecting young carers.	Application / Interview
5	Previous work with young people – particularly in a group setting.	Application / Interview
6	A qualification in either a youth, childcare, health or education background.	Application / Interview

	KNOWLEDGE AND SKILLS	Application Form / Interview
	Essential	
7	Excellent interpersonal skills enabling effective verbal and written communication, with the ability to work constructively with young carers and their families and other relevant agencies.	Application / Interview
8	Understanding and sensitive approach towards the situation, needs and difficulties faced by young carers.	Application / Interview
9	Ability to plan projects.	Application / Interview
10	Ability to write clear and concise information and publicity.	Application / Interview
11	Excellent administration and IT skills. Computer literate in Word, Excel, Internet, Email and Database use and the ability to communicate effectively across digital platform such as Zoom Video Conferencing, use of Mail Chimp and other digital media.	Application / Interview
12	Ability to plan and prioritise a diverse workload.	Application / Interview
13	Ability to work on own initiative with minimal supervision whilst working as part of a team.	Application / Interview
14	Commitment to the practical implementation of Equal Opportunities and a clear understanding of the issues.	Application / Interview
15	Commitment and ability to work within the Centres Confidentiality policy.	Application / Interview
	ADDITIONAL REQUIREMENTS	Application Form / Interview
	Essential	
16	Due to the nature of this role, availability of the Young Carers Activities Coordinator is required in school holidays. Annual leave is to be agreed and taken at times where delivery of the activity programme is not affected.	Application / Interview

17	Ability and willingness to work flexible hours, including evenings, weekends and overnight residential. (These will be agreed in advance as part of the activity programme).	Application / Interview
	Desirable	
18	Hold a full registered UK or EU Driving Licence.	Application / Interview
19	Access to a car that can be used to work around the London Borough of Richmond upon Thames to run the school holiday programme.	Application / Interview
20	Willingness to take a driving test to drive a minibus.	Application / Interview

Richmond Carers Centre is committed to supporting access to learning and development to perform the role to its full potential.