

Job Title:	Young Carers Schools Link Worker
Holidays:	28 days per year plus 8 Public Holidays (pro rata)
Probationary Period:	6 months
Pension:	Workplace Pension Scheme with Peoples Pension
Employer:	Richmond Carers Centre (RCC)
Supervised by:	Young Carers Support Team Leader
Base:	5 Briar Road, Twickenham. TW2 6RB

Purpose of Job

To implement the Young Carers in Schools Programme across the borough – primary and secondary schools.

To promote awareness of young carers specifically in schools and develop partnership working within the education sector to expand and increase the service offer to young carers.

To work as a member of Richmond Carers Centre – Young Carers Service to provide generic support, advice and information to young carers through a variety of mediums – for example face to face, telephone, email, groups and activities.

To be proactive in identifying young carers living within the London Borough of Richmond, particularly hidden and isolated young carers.

To promote awareness more broadly within the voluntary and statutory sectors of the needs of young people with caring responsibilities.

To provide support to young carers and sibling young carers and work with vulnerable families registered with Richmond Carers Centre to meet their individual needs.

To support young carers to access after school groups, holiday activities and short breaks to promote their mental health and wellbeing.

To produce monitoring and evaluation reports required by funder/s to evidence work delivered within budget provided.

To work across organisational boundaries to promote the wellbeing of young carers.

Key Responsibilities

1. To be proactive in the identification and registration of young carers living in the London Borough of Richmond upon Thames.
2. To work with schools, voluntary organisations, statutory services and others to raise awareness and identify young carers so that their wellbeing is maintained and improved.
3. To regularly liaise with school professionals, as their key point of contact, providing ongoing support and guidance in their provision of young carers.
4. To support schools to achieve the accreditation for the “Young Carers in Schools Programme” in association with the Carers Trust.
5. To deliver assemblies in schools to help identify young carers and raise awareness.
6. To deliver professional awareness training to schools, education settings and other organisations.
7. To develop resources to be used in schools and education settings to help support young carers. These are to be targeted and catered towards primary and secondary schools.
8. To provide clear and relevant information by produced targeted publicity materials for young carers and professionals in schools and education settings.
9. To provide support groups for young carers in schools for emotional support, social opportunities and advice.
10. To support and assist in the delivery of suitable after school groups and holiday activities in liaison with Young Carers Support Team Leader and the Young Carers Activities Coordinator in line with agreed targets and outcomes.
11. To continue to develop, in partnership with local Children’s Service Provider (Achieving for Children), and other key stakeholders such as Kingston and Richmond Safeguarding Partnership, tool kits and online training modules for schools and professionals to use and inform their knowledge about how to identify and support young carers.
12. To keep detailed records and produce progress reports for funders and others, as required, and to input into appropriate funding applications.
13. To encourage young carer feedback through the completion of outcome surveys, attendance at focus groups, and to contribute to the annual outcomes calendar framework.
14. To contribute to the quarterly board report and other monitoring/review reports as required by the Young Carers Service.
15. To work on Richmond Carers Centre – Young Carers Service’s telephone support, in partnership with the whole team.

16. To participate in key events organised by Richmond Carers Centre and other relevant partners to promote its services to the wider public and professional agencies.
17. To participate in learning and development as necessary, including Safeguarding Children Training, and other core training needs as identified by Richmond Carers Centre.
18. To comply with the General Data Protection Regulations relating to personal information of individual members of the public, young carers and their families.
19. To undertake additional responsibilities as designated by the Chief Executive Officer or Operations Manager of Richmond Carers Centre and commensurate with the position.
20. To comply with Richmond Carers Centres Policies and Procedures, including those on equal opportunities and diversity, safeguarding, confidentiality, general data protection regulations and health and safety.
21. 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

Post: Young Carers Schools Link Worker

The successful applicant will need to demonstrate the following skills, experiences and abilities:

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> At least two years' experience, or one year with a relevant qualification e.g. in Youth Work, Social Work, Education or Health Visiting, of working with children or young people aged up to 18. A good level of general education, including clear spoken and written English. 	
Knowledge	<ul style="list-style-type: none"> Understanding and sensitive approach towards the situation, needs and difficulties faced by young carers, particularly on their education and aspirations. A broad understanding of the issues affecting young people, in particular young carers. A sensitivity to, and understanding of, the potential impact of caring responsibilities on children and young people. Understanding of and commitment to the practical implementation of Equality, Diversity and Inclusion in all areas of work. Commitment and ability to work within the Centres Confidentiality policy. 	<ul style="list-style-type: none"> Knowledge of the legal framework and recent policy developments in health and social care affecting young carers, sibling young carers, and vulnerable families. Knowledge of other local/national carer support organisations Knowledge of the Young Carers in Schools Programme.
Experience, abilities and skills	<ul style="list-style-type: none"> Experience of working with children and young people both individually and in groups – with proven ability to support young carers through mentoring and goal-oriented approach. Excellent interpersonal skills enabling effective verbal and written communication, with the ability to work constructively with young carers and their families, schools and other relevant agencies. Ability to clearly promote the needs and issues of young carers in 	<ul style="list-style-type: none"> Experience of using a Contact Management System (e.g. Charity Log). Experience of working in a school or education setting Working with young carers or having undertaken a caring role.

	<p>professional forums, particularly to schools and further education.</p> <ul style="list-style-type: none"> • Ability to think strategically and plan projects. • Ability to support schools with achieving the Young Carers in Schools Programme. • Ability to write clear and concise information, publicity and reports. • Excellent administration and IT skills. • Ability to plan and prioritise a diverse workload. • Ability to work on own initiative with minimal supervision whilst working as part of a team. 	
Personal Qualities	<ul style="list-style-type: none"> • Reflective practitioner. • To be client focussed. • Williness to embrace the organisations values and professionalism. • The ability to maintain good working relationships with people at all levels. • Sensitive to the needs of others. • Well organised. • To have a flexible and can-do approach. • Positive attitude and self-motivated. • A commitment to enhance the lives of young carers, involving them in service development and evaluation as appropriate. • A commitment to diversity and equal of opportunities / anti-discrimination practice. 	
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to work, occasionally, outside normal working hours. • Undertake training and personal development. 	<ul style="list-style-type: none"> • Able to drive with regular access to own transport for travel across the borough as required as part of the service delivery.

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