

JOB DESCRIPTION

**YMDDIRIEDOLAETH
GOFALWYR**

Croesffyrdd
Gorllewin Cymru

**CARERS
TRUST**

Crossroads
West Wales



TITLE:	Events & Outreach Coordinator (Maternity Cover)
SALARY:	£21,589 per annum (funded through the National Lottery Community Fund)
CONTRACT TYPE:	Fixed-Term (Maternity Cover) – until July 2022
PENSION:	5%
ANNUAL LEAVE:	23 days per annum plus 8 bank holidays
DBS:	Enhanced DBS required with Adult Barring Check
HOURS:	37 p/wk
LOCATION:	Carers Trust Crossroads West Wales' Office, Llanelli
EMPLOYED BY:	Carers Trust Crossroads West Wales
RESPONSIBLE TO:	Children & Young People's Carers Service Manager

OVERALL AIMS OF THE POST:

To consult with and support unpaid carers throughout Carmarthenshire by organising and facilitating group activities to provide them with time out from their caring role. The activities will be organised for four separate age groups: 5-11 years, 12-16 years, 16-25 years, 25 years and above. The post is part of the Children & Young People's Carers Service and you will be expected to carry a small caseload of Young Adult Carers to provide them with 1:1 support.

AREAS OF RESPONSIBILITY

- To liaise with carers and gather feedback to identify appropriate breaks for carers from all age groups (5-11 years, 12-16 years, 16-25 years, 25 years and

above).

- To source cost effective opportunities for activities including days out and residential trips, negotiating group discounts where possible
- To book all activities and arrange transport in a timely manner, including minibus hire
- To manage a booking system whilst also providing carers with the relevant information regarding the activity
- To conduct risk assessments for all activities
- To gather consent, feedback including photos and/or videos for each activity for monitoring and evaluation purposes
- To manage an activity budget and produce reports for funders
- To provide outreach to identify 'hidden' carers who may not recognise themselves as carers
- To work 1:1 with Young Adult Carers (aged 16-25 years) and develop support plans to meet their individual needs.
- To co-facilitate group workshops for Young Adult Carers on topics to promote health & wellbeing, education & training focussed activities

Team working/Networking and Liaison

- To be aware of opportunities for new partnership working, and help to develop clear protocols for joint working
- To foster and maintain existing partnerships with a wide range of statutory, voluntary and community group and forums across the county.
- To offer and provide team cover and continuity of services to carers in the event of colleagues planned/unplanned absence i.e. annual leave etc.

Administrative/Service Development

- To maintain accurate case records on our Customer Relationship Management data base
- To demonstrate and record outcomes achieved for younger carers

- To assist in collating carer feedback and information to evidence need for improvement of existing carers services and/or development of new services
- To develop effective team work through informal and formal communication with colleagues and regular attendance and input into team meetings etc..
- To carry out all duties in accordance with the requirements of the Health and Safety at Work Act, adopting safe working practices always.

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied always
- To comply with Carers Trust staff Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post.

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <p>Direct experience of working for a support service and achieving positive outcomes for beneficiaries</p> <p>Community development or youth work</p> <p>Experience in Health/ Social Services or relevant third sector organisation</p> <p>Working with and implementing policies, procedures and guidance</p> <p>Solution focussed / problem solving ability</p>	<p>Experience of networking and liaising with a range of statutory and voluntary organisations</p> <p>Supporting children & young people between 16-25 years old</p> <p>Familiarity with caring in a family situation</p> <p>Experience of facilitating groups</p>
<p>Qualifications</p> <p>A good standard of general education or ability to demonstrate relevant experience</p> <p>A recognised qualification in Community Care/Health /Youth services</p>	<p>NVQ/QCF in a relevant subject e.g. Health & Social Care</p> <p>Numeracy</p>
<p>Skills and abilities</p> <p>Excellent organisational, communication and interpersonal skills</p> <p>An empathetic and supportive manner and an ability to deal with queries from individuals who are distressed</p> <p>Able to develop good working relationships with young people and their families while maintaining appropriate personal boundaries</p> <p>Able to keep appropriate records and manage own time, including ability to plan, prioritise and manage workload</p>	<p>Understanding of relevant legislation</p> <p>Ability to communicate in Welsh</p>

<p>Understanding and commitment to equalities and human rights Ability to work on own initiative and as part of a team within policies, procedures and guidance</p> <p>Highly organised working methods with an ability to write and update accurate records</p> <p>Ability to use IT effectively including email, Word, and experience of using data bases</p> <p>Ability to maintain confidentiality</p> <p>Ability to use your initiative and work independently and as part of a team</p> <p>Good self-awareness and commitment to continuous professional development</p>	
<p>Knowledge</p> <p>An understanding of carers and the impact of caring</p> <p>Clear understanding of the Health & Safety at Work Act and own and others' responsibilities</p>	<p>An understanding of the statutory and third sector support service provision in Carmarthenshire</p> <p>Carers' issues and legislation</p> <p>Children's Act, UNCRC</p> <p>Local Resources</p>
<p>Other</p> <p>Valid Driving Licence and access to a vehicle for work purposes and able to travel and transport Young Carers to support groups across Carmarthenshire in a time and cost effective manner</p> <p>Able to work unsocial hours including at least one evening per month, occasional weekends and attend residential breaks of up to 3 days/ 2 nights</p>	

A commitment to maintain and develop quality standards and quality services and good practice within Carers Trust Crossroads West Wales

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service