



KINGSTON CARERS' NETWORK

Registered Charity No: 1151456

JOB DESCRIPTION

Job Title:	Young Carers' Support Worker (Young Londoner Fund)– Fixed term to 31 st December 2021
Salary:	£29, 828 (includes London Weighting) pro-rata £21,542 for 26 hours per week per annum
Hours of Work:	26 hours per week (will involve evening/weekend duties)
Holiday Entitlement:	25 days per annum plus statutory holidays (pro-rata)
Pension	4% matched pension contribution
Reporting to:	Chief Executive – Kingston Carers' Network Young Carers' Manager

PROJECT AIMS

- To ensure a coordinated approach to young carers support in the Royal Borough of Kingston upon Thames.
- To build links with local services, particularly with schools, to ensure better identification and support of young carers.
- To support young carers, aged 10-18, particularly at risk of exclusion from school.
- To improve quality of life for both young carers aged 10-18 years and the people they care for, with consequential benefits in terms of health, educational attainment and social development of young carers.
- To maintain contact and reduce social isolation of younger carers through early identification, intervention and integration into school and social life.

MAIN PURPOSE OF THE JOB

- To plan and deliver a range of activities and support to young carers to ensure that the project aims are achieved.
- Work within Young Carers' Project team to achieve a common service aim.
- To contribute to the development of services for young carers by working effectively with Young Carers' Manager, KCN Chief Executive, Trustees and other agencies.

Duties:

- To promote the welfare of young carers living in the borough, ensuring the safety and wellbeing of young carers.
- To reduce social isolation and exclusion from school of young carers aged 10-18 living in Kingston upon Thames by encouraging peer support and providing opportunities for them to meet regularly as a group.
- To help empower young carers known to the project to have a greater say in decisions that affect their lives and care plans.
- To raise awareness of the project and needs of young carers within schools, including delivering assembly presentations.
- To organise and co-ordinate lunch clubs in secondary schools to give young carers the opportunity for peer support and increased confidence within school.
- To take responsibility for the monitoring and evaluation of the outcomes of the work, using reliable tools and systems.
- To ensure that Young Carers' Project adheres to all KCN policies and procedures.
- To liaise with Young Carers' Manager through regular supervision meetings.
- To report on the progress and monitoring information for funders and Board of Trustees.
- To develop links/networks with service providers for children aged 10-18 years and ensure that the role and expertise of young carers is understood and valued locally.
- To provide information to young carers aged 10-18 years, and to provide one-to-one support as appropriate.
- To assist in the running of a Young Carers' Forum to promote young carers' input into service planning and to ensure that appropriate services are available to young carers locally.
- To ensure young carers in Kingston are aware of their rights and entitlements and the positive contribution they make.
- To maintain a database of young carers living in the Borough of Kingston upon Thames aged 10-18 years.
- To contribute information for young carers to be included in the young carers' quarterly young carers newsletter and young carers' website.
- To encourage opportunities within education and society by raised awareness of peers and professionals.
- To keep up-to-date individual records and database of young carers known to the project.
- To produce publicity and information materials to promote the support and development of the project, including using a range of social media.
- To work with KCN Volunteer Coordinator to ensure that volunteers are inducted and supported appropriately.

The duties of this post will change and develop over time. The post holder will be expected to monitor such developments and propose appropriate changes in the job description to the chief executive of Kingston Carers' Network.

CONDITIONS OF SERVICE

The basic terms and conditions of service are set out below. A full description of all terms and conditions will be issued as part of the employment contract.

Salary: £26,999 plus Outer London Weighting £1,923 pro-rata per annum
£21,542 for 26 hours per week per annum

Length of
Contract: To 31st October 2021

Base: The post will be based at the offices of Kingston Carers' Network (418 Ewell Road, Surbiton, KT6 7HF

Hours: 26 hours per week. The post holder will be expected to work flexible hours that will include some evening/weekend work. Working pattern to be agreed with Manager.

Pension 4% matched pension contribution after successful completion of three month probationary period

Holiday
Entitlement: 25 days per year + statutory holidays (pro-rata)

Travel
Expenses: Kingston Carers' Network reimburses travel expenses on public transport incurred in the performance of official duties, or offers a mileage allowance for staff members using their own cars.

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POST OF YOUNG CARERS' SUPPORT WORKER

PERSON SPECIFICATION

Essential

- Ability and willingness to work flexible hours (to see young carers after school and to link with professionals). The post will require some evening / weekend work.
- **NB Wednesday evenings (term time) are required.**
- Recent experience of working with young people aged 5-18 years.
- Community experience, preferably in joint working with Health and/or Social Services and education.
- Experience of delivering presentations and information to a variety of audiences.
- An understanding of the role of young carers and some of the issues that may affect them.
- An understanding of the additional issues for young carers from minority communities.
- Ability to communicate effectively both orally and in writing.
- Experience of public speaking and a willingness to deliver presentations to schools and other professionals.
- Knowledge of legislation relating to Community Care, Young People and Children's Plan and the Every Child Matters criteria.
- Basic knowledge of Benefits and Allowances.
- Good time management skills and an ability to prioritise workload.
- Understanding of issues of confidentiality.
- Understanding of equal opportunities.
- An ability to work as part of a team.
- Computer literate (particularly use of Microsoft Word, Excel, Access and Publisher) – this is a self-servicing post.
- Experience of using social media.

Desirable

- Previous experience with policies and practices in relation to Local Authority and Health Service provision for users and carers.
- Experience of support and mediation work with young people and adults.
- Previous experience of planning and costing activities within budget boundaries.
- Use of car.
- Knowledge of legislation relating to carers.
- Knowledge of support services available in Kingston upon Thames.
- Experience of working with carers and/or carers' groups.
- Ability to design and produce appropriate information and publicity materials.

This post is subject to a fully enhanced DBS check.