 Job Description

**key information**

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| **Post:** | Children & Young People Coordinator |
| **Salary/pay:** | Starting salary is £29,851 |
| **Hours and location:** | Part-time and full-time hours. Based at home and working I in schools, in youth clubs and other community setting.  CYP Coordinators will need to work most of their hours during times that young carers and parent carers are available. This includes regular planned afternoon, evening and weekend work. |
| **Responsible to:** | Team Manager |

**JOb purpose**

1. To identify, signpost and make onward referrals for young carers where additional safeguarding/counselling needs are identified.
2. To provide regular youth club style drop-in sessions for young carers aged 5-15 years old.
3. To increase reach and impact by offering a programme of on-line activities to young carers and parent carers.
4. To increase social value by offering one-off events in partnership with doners and community providers.

To deliver all the above by both meeting young carers face-to-face and using technologies such as zoom.

**mAIN DUTIES AND RESPONSIBILITIES**

**Caseload management:**

* To maintain and update client records and database requirements in relation to the information, support and signposting that is offered to young carers.
* To review needs of low tier young carers and maintain relationships with families.

**Delivery of events:**

* To ensure that all activities meet current legislative requirements and event planning procedures.
* To work in collaboration with the Volunteer and Sessional Coordinator around staffing at events.
* To understand your responsibilities in relation to safeguarding and health and safety.
* To debrief and offer support to colleagues after an event regarding any matters of concern or incidents that occurred and escalate as required.

**Face to face -**

* To provide regular and on-going time out and fun club sessions for young carers to meet others in similar situations and have a break from their caring role.
* In partnership with colleagues and wider networks plan and deliver a range of one-off events during the school holidays for young carers and their families.

**On-line offer:**

* Organise a programme of interactive, creative and active on-line events that support the emotional and physical well-being of young carers
* Working with partners to provide a forum for Giving Young Carers a Voice opportunities.
* To provide on-line opportunities for parent carers to understand the systems there to support the whole family.

**Other Duties**

* To follow the targeted workplan as set by the SYC manager.
* To work in line with SYC budget, keeping accurate written and computerised records.
* To research, compile and signpost families to ‘place based’ funding and playscheme opportunities
* To maintain and update the SYC events webpages
* To apply for Personal Health Budgets and Travels Cards where needs are identified
* Refer to young carers to SYC counselling service (needs led)
* To manage the contributions of sessionals and volunteers during events and report back any concerns about performance, conduct or other matters such as safeguarding to the Sessional and Volunteer coordinator.
* To sign off sessional pay and expenses and volunteer expenses for the events that they attend.
* To work proactively and positively in partnership with other teams within ACS and externally with partner organisations.
* To undertake any other duties as may reasonably be agreed with the Manager of Surrey Young Carers.

**General**

* Attend mandatory training identified by ACS.
* Ensure all work with young carers meets current legislative requirements, good practice and is line with ACS policies and procedures, in particular to understand the responsibilities in the role in relation to safeguarding, confidentiality and data protection.
* Work in accordance with the ACS Code of Conduct and to understand and implement policies, standards and procedures of ACS.
* To attend and contribute at team meetings, supervision, area meetings and core ACS/SYC training.

 Personal Specification

**CHILDREN &YOUNG PEOPLE coordiantor specification**

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| **Experience** | **Essential or Desirable** |
| Experience of working with children, young people and families. e.g. in social work /health /education /youth service /voluntary sector settings | Essential |
| Experience of planning and delivering group work (on-line & face to face) to children and adults | Essential |
| Experience of advocating on behalf of a vulnerable group | Essential |
| Experience of building networks and partnerships with professionals to increase reach and impact | Essential |
| **Education & knowledge** | **Essential or Desirable** |
| Qualification in Social Work, youth and community work, teaching or counselling | Desirable |
| A professional understanding of safeguarding, confidentiality, disability and carers rights | Essential |
| **Abilities** | **Essential or Desirable** |
| Ability to listen effectively | Essential |
| Ability to positively and appropriately represent the organisation by forming good working relationships and communicate effectively with staff in both statutory and voluntary sector agencies and service providers | Essential |
| Ability to communicate effectively and form good working relationships with young people, their families and professionals. | Essential |
| Ability to deliver and evaluate activities to groups of children and young people. | Essential |
| Able to use standard Microsoft computer packages independently and effectively and able to record information on a database. | Essential |
| Ability to adhere to work plan, to work to deadlines and use time effectively | Essential |
| **Personal qualities** | **Essential or Desirable** |
| Commitment to work with children and young people | Essential |
| Ability to use own initiative, self motivate, and work without direct supervision | Essential |
| Ability to enthuse and engage others in young carers issues and the work of Action for Carers, including promoting other services within the organisation | Essential |
| A flexible approach to working hours | Essential |
| **Other** | **Essential or Desirable** |
| Current driving license and use of a road worthy vehicle\* | Essential |
| Able partake in training sessions relevant to the role | Essential |

\*NB If appointed to the role, you must also have/purchase ‘business cover insurance’ for your car.