

# Job Description

## Secondary Coordinator

### ENGAGE AND CONNECT

The mission of the Engage and Connect Service is to provide an outcome focused service aimed at addressing the potential consequences of being a carer -such as social isolation and poor mental/physical health – while also providing a “soft” entry point for identification.

Guided by our values of **Focus, Inclusion, Respect, and Excellence**, the service will deliver peer support, wellbeing activities and a sense of community for carers of all ages.

### KEY INFORMATION

<b>Post:</b>	Secondary Coordinator
<b>Pay Banding:</b>	Band F: £33,562-£36,738
<b>Hours &amp; Location:</b>	Astolat – with opportunity for hybrid working. Working hours within Engage and Connect service delivery hours. Regular evening and weekend working + availability during school holidays is required. Occasional overnight required to support residential activities.
<b>Responsible to:</b>	Young Carers Manager

### ROLE OVERVIEW

The Secondary Coordinator is responsible for delivering a consistent and accessible programme for young carers aged 12-16. Based in a specific quadrant, the coordinator will plan and lead a repeating schedule of evening youth clubs, weekend socials, and holiday activities which may include residential activities. This role is key to providing

regular respite, reducing isolation, and building a strong peer support network for teenage carers.

## KEY RESPONSIBILITIES

- Plan, coordinate, and deliver a regular programme of evening youth clubs, weekend socials, and holiday sessions.
- Take day-to-day responsibility for the monitoring of delivery venues; ensuring locations are accessible, safe, and appropriate for the specific needs of the carer group.
- Support young carers to attend sessions, including delivering a young carer induction, which may involve outreach visits to homes and schools to build confidence and remove barriers to attendance.
- Drive local young carer recruitment and outreach, visiting secondary schools and youth settings to attract young carers to the service.
- Manage a caseload of young carers within the group setting, maintaining outcome-focused support plans that track progress against resilience and wellbeing goals.
- Facilitate a safe, supportive, and youth-led environment where young people feel comfortable.
- Develop and lead age-appropriate activities, workshops, and trips that reflect the interests of the young people.
- Provide informal support and guidance to help young people build skills, resilience, and explore their interests, empowering them to think about their future aspirations.
- Uphold all organisational health and safety and safeguarding policies.
- Build trusted relationships with young carers, offering informal support and guidance.
- Complete all required administrative tasks, including session planning and risk assessments.
- Work closely with the Primary Coordinator to support families with children in both age groups.
- Lead the service induction and day-to-day performance management of sessional youth workers.
- Provide regular group supervision and coaching for sessional staff, often integrated into pre- and post-session briefings, in line with organisational policy.
- Effectively delegate tasks to sessional staff, matching them to activities that build on their strengths and positive relationships with young carers.
- Monitor the practice of sessional workers during activities to ensure high standards of quality and safety are consistently met.
- Take responsibility and ownership of your area of work including your own training and development to make sure you can deliver excellence.

- Work across the organisation on projects and support organisation-wide events and activities.

## PERSON SPECIFICATION – EXPERIENCE, KNOWLEDGE & SKILLS

### Essential

#### Essential Experience

- Experience working directly with children and young people, particularly those facing challenges or with caring responsibilities.
- Proven track record of building trusted relationships with young people and families from diverse backgrounds.
- Experience of working in or with secondary schools, including understanding school systems and pastoral support structures.
- Experience of multi-agency working, including liaising with education, health, and social care professionals.
- Experience in planning and delivering group activities, workshops, or 1:1 support sessions for young people.

#### Essential Knowledge

- Understanding of the issues affecting young carers, including the impact of caring responsibilities on education, wellbeing, and social development.
- Knowledge of safeguarding procedures and child protection legislation.
- Awareness of the education system, including pupil premium, attendance, and inclusion policies.
- Understanding of equality, diversity, and inclusion principles, especially in relation to young people and families.

#### Essential Skills

- Excellent communication and interpersonal skills, with the ability to engage and motivate young people.
- Demonstrate a thorough understanding of health and safety procedures
- Ability to proactively identify and manage risks to ensure a safe environment for all participants
- Strong organisational skills, including the ability to manage a caseload and prioritise competing demands.
- Ability to work independently and as part of a team, with a proactive and solution-focused approach.
- Confident in using digital tools and systems for record-keeping, communication, and reporting.
- Ability to advocate effectively for young carers within school and community settings.

- A professional qualification in Youth Work or Teaching, or willingness to achieve Level 3 within 12 months
- Full UK driving licence and access to a vehicle.

### **Desirable**

- A professional qualification in Youth Work or Teaching at L4 or above.
- Experience in providing informal advice and guidance.
- Experience working with young carers or other vulnerable groups of young people.
- Experience of organising residential activities.