

Job Description

Young Carers Engagement 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

Post:	Young Carers Engagement Coordinator
Pay Banding:	Band F: £33,562-£36,738
Hours & Location:	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.
Responsible to:	Young Carers Manager

ROLE OVERVIEW

The Young Carers Engagement 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.