

Young Adult & Adult Sessional Worker

KEY INFORMATION

Post:	Young Adult & Adult Sessional Worker
Pay:	A competitive hourly rate, plus uniform and mileage at 55p per mile
Hours & Location:	Flexible, variable hours based on service need. Opportunities available during weekdays, evenings and weekends. Community venues across Surrey
Responsible to:	Young Adult Key Worker & Adult Coordinator

ROLE OVERVIEW

You will support a variety of services including Carer Hubs, workshops, information sessions, wellbeing activities, peer support groups and community events. Working alongside our Young Adult Key Workers & Adult Coordinators, you will help create welcoming, inclusive and engaging environments where carers feel supported and connected.

The role requires flexibility, initiative and excellent interpersonal skills, with the ability to work confidently in different community settings across the county.

KEY RESPONSIBILITIES

Event and Activity Delivery

- Support the delivery of Carer Hubs, workshops, activities, wellbeing programmes and community events.
- Assist Young Adult Key Workers & Adult Coordinators in creating welcoming, inclusive and safe environments for carers.
- Help facilitate group discussions, activities and peer support opportunities.
- Encourage engagement and participation from carers attending sessions.

Event Preparation and Setup

- Assist with planning and practical preparations before events.
- Set up and clear down venues, equipment and resources.
- Welcome attendees and support registration processes where required.
- Ensure venues remain accessible, safe and well organised throughout activities.

Supporting Carers

- Build positive relationships with carers attending events and activities.
- Listen empathetically and provide appropriate information and signposting.
- Recognise when carers may require additional support and refer concerns to the Young Adult Key Worker/Adult Coordinator or relevant Action for Carers Surrey services.
- Always maintain professional boundaries.

Service Continuity

- Provide operational support where staffing levels require additional cover.
- Assist with the smooth running of services during periods of staff absence.
- Complete any required documentation, attendance records or feedback forms.

Safeguarding, Health & Safety

- Adhere to all Action for Carers Surrey policies and procedures.
- Understand and follow safeguarding procedures for adults at risk.
- Report safeguarding, welfare or health and safety concerns promptly.
- Take reasonable care for the safety of yourself and others.

General

- Represent Action for Carers Surrey in a professional manner.
- Maintain confidentiality and GDPR compliance.
- Attend induction, mandatory training and team meetings as required.
- Undertake any other duties consistent with the nature and level of the role.

PERSON SPECIFICATION – EXPERIENCE, KNOWLEDGE & SKILLS

Essential Experience

- Experience working with adults in a community, health, social care, education or voluntary sector setting.
- Experience supporting groups, workshops, activities or events.
- Experience working directly with members of the public.

Essential Knowledge

- Understanding of safeguarding adults.

- Awareness of equality, diversity and inclusion principles.
- Understanding of the importance of maintaining professional boundaries.
- Awareness of health and safety requirements within community venues.

Essential Skills and Attributes

- Excellent interpersonal and communication skills.
- Ability to build rapport quickly with a wide range of people.
- Confident facilitating conversations and encouraging participation.
- Positive, approachable and professional manner.
- Able to work independently and use initiative.
- Flexible and adaptable approach to work.
- Good organisational skills.
- Calm under pressure and able to problem solve effectively.
- Reliable and dependable.

Additional Requirements

Essential

- DBS check.
- Access to transport and ability to travel independently across Surrey.
- Availability to work flexible hours including weekdays, evenings and weekends.
- Willingness to work at different community locations across the county.