Job Description

Young Carers Activities Coordinator (Primary Age)

Internal job title: Young Carers Engagement Coordinator (Primary)

KEY INFORMATION

Post:	Young Carers Activities Coordinator (Primary age) Fixed term six-month contract.
Pay Banding:	Band F: £34,669 - £36,891

Hours & Location:	**Hours and Working Pattern**
	• Part-time, 18 hours per week, worked across three days.
	• Working days must include **Wednesday**.
	• Hours will be worked within the operating hours of the Engage and Connect service.
	
	Flexibility Requirements
	Regular evening and weekend working is an essential requirement of the role.
	• This includes:
	  ○ Working until 8:00pm on up to two evenings per month.
	  ○ Working one weekend day per month.
	  ○ Availability to support activities during school holidays.
	Occasional overnight stays may be required to support residential activities and events.
	
	Location
	Action for Carers Surrey's office in **Burpham, Guildford**.
	• The role involves delivering events, activities and clubs across **West Surrey**, and regular travel within this area will be required.

Responsible to:	Young Carers Manager

ROLE OVERVIEW

The Young Carers Engagement Coordinator is responsible for delivering a fun, engaging, and supportive programme of activities for young carers aged 5-12 in their designated quadrant. The role involves planning and leading regular weekend socials and intensive holiday programmes, providing vital respite and the opportunity for children to connect with their peers. This is a role focused on creating a safe and positive environment where young carers can relax, have fun, and just be children.

KEY RESPONSIBILITIES

- Plan, coordinate, and deliver a regular schedule of weekend socials and holiday programme sessions, which may include residential activities.
- 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.
- Create a welcoming, inclusive, and safe environment for all attendees.
- Lead a variety of age-appropriate activities, games, and trips designed to build confidence and skills.
- Support the social and emotional development of young carers, helping to build their resilience through positive activities and peer interaction.
- Ensure all activities adhere to organisational health and safety and safeguarding policies.
- Build positive relationships with the young carers and their families.
- Lead local young carer recruitment activities, creating direct links with schools and community venues to identify hidden carers and increase group attendance.
- Utilise group sessions to co-produce and track individual support plans for young carers, ensuring attendance translates into measurable personal outcomes.
- Complete all necessary session planning, risk assessments, and administrative duties.
- Work collaboratively with the Secondary Coordinator in the same quadrant to ensure a cohesive service for families.
- Lead the service induction and day-to-day performance management of sessional play 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 aged 5-12, in a professional setting (e.g. primary school, youth club, play scheme or similar)
- Proven ability to plan, deliver, and lead engaging activities tailored to the needs and interests of young children
- Experience supporting children who may face additional challenges due to caring responsibilities at home.

Essential Knowledge

- Strong understanding of safeguarding and child protection procedures, including how to identify and respond to concerns.
- Awareness of the challenges faced by young carers and the impact these may have on their wellbeing, education, and social development.
- Knowledge of inclusive practices and how to create safe, welcoming environments for children from diverse backgrounds

Essential Skills

- Excellent communication and interpersonal skills, with the ability to build trust and rapport with young children and their families.
- Demonstrate a thorough understanding of health and safety procedures
- Ability to proactively identify and manage risks to ensure a safe environment for all participants
- A creative, dynamic, and patient approach to working with children.
- Ability to work independently, manage a varied workload, and respond flexibly to changing needs.
- Strong organisational skills, including planning, record-keeping, and time management.
- Full UK driving licence and access to a vehicle.

Desirable

- A qualification in Play work, Childcare, or a related field
- First Aid certification
- Experience working with children with additional needs

- Experience of organising residential activities.