

Job Description

Young Carers Activities Coordinator (Secondary Age)

Internal job title: Young Carers Engagement Coordinator (Secondary)

KEY INFORMATION

Post:	Young Carers Activities Coordinator (Secondary 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 Epsom & Esher, and regular travel within this area will be required.

Responsible to:

Young Carers Manager

ROLE OVERVIEW

The Young Carers Activities Coordinator is responsible for delivering a consistent and accessible programme for young carers aged 12-16. Based across Esher & Epsom, 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

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- 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.
- Full UK driving licence and access to a vehicle.

Desirable

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