

Young Carers Targeted Support Project Lead

Job Description: Young Carers Targeted Support Project Lead

Job Title: Young Carers Targeted Support Worker
Accountable to: Chief Executive & Trustee Board
Responsible to: Head of Development and Innovation
Reporting to: Head of Development and Innovation
Location: Salford, Manchester and Bury
Salary: NJC SP29 £26,999 per annum
Hours: 35hours per week

Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in five Greater Manchester authorities, Bury, Manchester, Rochdale, Salford and Stockport

Job Summary

The post will work within The National Lottery Community Funded Young Carers Targeted Support project which will work across Salford, Manchester and Bury.

The Project Leader will be responsible for the management and development of the young carers targeted support project. The project will work with young carers who need intensive one to one support which will include the offer of a young carers assessment, while offering a whole family approach, working with key support services and partners.

The role will carry a case load of young carers as well as delivering awareness raising of hidden young carers within schools and colleges in order to raise identification, offer information and advice and generate referrals into the project.



Job Purpose

The Project Leader role will;

- Provide line management support to the team, ensuring effective case management and supervision.
- Promote and raise awareness of targeted young carers service.
- Support and work with the Carers Services Coordinator and the Salford Young Carers team to drive continuous improvements to service delivery.
- Report and monitor the performance of the service, ensuring the voices of young carers are being communicated.

The role will work closely work with Gaddum Salford Young Carers team to learn good practice and approaches in order to develop a proactive and effective targeted young carers service in Manchester and Bury.

Part of this role will be to develop effective strategies to identify young carers within the community. The role will offer intensive support to young carers from a wide variety of backgrounds, ensuring they are aware of their rights and are receiving the support and services that they require. The service will work towards offering access to statutory young carers assessment and creating carers plans to support the young people in their caring roles.

Duties and Responsibilities

Management of Project

- Ensure the operational management of the project ensuring the safety of the team and the young people accessing the project.
- Provide 1:1 supervision and casework support to Young Carers Targeted Project Support Worker.
- Identify training and development needs for supervisees as part of supervision and appraisal process.
- Undertake annual appraisals with the team.
- Chair regular team meetings and organise an annual team away day.
- To support the Head of Development & Innovation on young carers business development opportunities.
- Maintain a general understanding of the work of the whole charity, and attend team meetings/events.

Contract Monitoring

- To keep accurate and up to date casework records and statistical information.
- To contribute to the production of monthly and quarterly reports as requested and attend meetings when required.
- To support the Head of Development & Innovation to ensure monitoring and evaluation reports are completed by the team in line with contractual requirements.
- Produce written and verbal reports as required, regarding work activities in order to inform planning and development of the project.



Development and Marketing

- To work with the Head of Development & Innovation to enhance the development of the service in Salford, Bury and Manchester
- Represent Gaddum at meetings and events.
- Promote and market the work of project during engagement/promotional opportunities, including Carers Week and Carers Rights Day.
- Deliver young carers awareness sessions across Salford, Bury and Manchester in order to promote the service and issues faced by young carers.

Training and development

- To keep up to date with relevant policy, legislation and case law relating to the role.
- Attend and participate in training as required.
- Engage in supervision – as both supervisor and supervisee.
- Participate in team meetings.

Providing Support to Young Carers

- Encourage and contribute to the development and accessibility of services for young carers in Salford, Bury and Manchester.
- Help to identify targeted young carers by liaising with schools, colleges and health & social care professionals.
- Provide practical and emotional support to individual young carers and to groups of carers, as appropriate.
- To undertake young carers assessments, produce written assessment reports and reviews as and when required.
- Ensure the involvement and consultation of young / young adult carers in the development and coordination of activities and events.
- To maintain a clear record of all activities with individual carers via the Gaddum internal database.
- Use appropriate networks to raise awareness of young carers needs within statutory, voluntary and independent organisations.
- Encourage and contribute to the development and accessibility of services for young carers in Salford, Manchester and Bury.
- Provide information and advice to young carers and third parties using a variety of methods.
- To keep up to date with young carer related developments in government and local authority policy, and in all other organisations working with young carers.
- Participate in joint activities e.g. National Carers Week, open days and other promotional activities.

Additional Duties and Responsibilities

- Promote the work of Gaddum and safeguard its good name and reputation at every opportunity.
- Promote Gaddum events and activities
- To adhere to Gaddum Policies and Procedures.

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- To be aware of personal safety and security when carrying out work.
- To undertake and maintain Risk Assessments for area of work in the programme.
- To promote the work of Gaddum carers services.
- Contribute to Gaddum newsletters, social media, website and meetings.
- Adhere to Gaddum's Safeguarding Policy and report any concerns regarding an individual's safety.
- To maintain privacy and confidentiality in line with Gaddum's policies and procedures.
- To respond to enquiries and calls coming into the centre in a professional and knowledgeable way.
- All other duties reasonably associated with the role associated with the role.

The details contained in this job description, particularly the principal accountabilities reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

Person Specification: Young Carers Targeted Support Project Lead

Criteria	Essential	Desirable	Assessed
Qualifications/ Experience	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>Holds a relevant professional qualification or equivalent relevant experience</p> <p>Three years plus experience of working with children, young people and their families.</p> <p>Evidence of continuous professional development.</p> <p>Experience of providing support to vulnerable individuals.</p> <p>Experience of undertaking risk assessments.</p> <p>Experience of advocating on behalf of service users.</p>	<p>Educated to degree level or equivalent.</p> <p>Experience of delivering training to professionals.</p> <p>Experience of carers assessments</p>	Application/interview/ documents
Skills and Abilities	<p>Excellent verbal and written communication and negotiation skills.</p> <p>Ability to work in multi-disciplinary settings and working in partnership with</p>	<p>Experience of presenting information in a variety of formats for different audiences.</p> <p>Ability to create and deliver presentations to professionals.</p>	Application/Interview

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	<p>other professionals, agencies/organisations and a range of stakeholders.</p> <p>Experience of report writing.</p> <p>The ability to build and maintain relationships with key stakeholders.</p> <p>Good understanding of relevant legislation relating to carers and young people.</p> <p>Good communication skills, ability to communicate with a wide range of people, particularly young people and young adults.</p> <p>Excellent IT skills including effective use of databases.</p> <p>Extremely well organised, able to prioritise and plan own work; take responsibility in decision making, and work to tight deadlines.</p>	<p>Excellent presentation skills.</p>	
Knowledge	<p>Excellent understanding of Safeguarding process and procedures.</p> <p>Understanding and awareness of the needs of young carers/young adult carers and their families.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>An understanding of contracts, monitoring and reporting.</p>	<p>Application/Interview</p>

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	<p>Good knowledge and experience of statutory services.</p> <p>Good understanding of the structure of community care, health and voluntary sector.</p> <p>Understanding of issues affecting carers, particularly young carers/young adult carers.</p> <p>An understanding of Equality and Diversity duties in the workplace.</p> <p>Ability to demonstrable commitment to, ensuring equal opportunity.</p>		
Values and Personal attributes	<p>A commitment to Gaddum values.</p> <p>A commitment to equality and diversity.</p> <p>Flexible and positive work ethic.</p> <p>The post holder must display integrity, honesty and good judgement.</p>	Knowledge of Gaddum and its services.	Application/Interview
Other Requirement	<p>Ability to travel independently.</p> <p>Use of own car.</p> <p>Flexible approach to working hours and ability to work unsociable hours</p>		Application/Interview

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	(evenings and weekends) to meet the needs of the service.		
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