

North Tyneside Carers’ Centre

Job Description

**Job title:** Young Carers’ Activities Worker

**Accountable to:** Young Carers’ Service Manager

**Responsible for:**

* Organising, planning and delivering a range of activities and sessions to provide young carers with regular break opportunities.
* Ensuring young carers are involved in the development of the service.
* Liaising with young carers to identify their emotional, social and recreational needs.
* Working with young carers and their families to ensure the sustainability of young carers engagement in recreational and aspirational activities.
* Attending relevant meetings for young carers engaged with the Project who are not actively engaged in our Family Support Service.

**Key Tasks**

**1. Service Delivery:**

1.1 To organise a programme of activities, targeted groups and clubs which give young carers aged 5 – 18 years a regular break from caring across the borough of North Tyneside.

1.2 To coordinate the bank of volunteers and sessional workers to ensure that sessions are adequately staffed.

1.3 To ensure the programme of activities, targeted groups and clubs is within the agreed budget in conjunction with the Young Carers’ Service Manager.

1.4 To involve young carers in the planning of activities to ensure they meet the needs of children and young people accessing the service.

1.5 To prepare the required paperwork in advance of activities/sessions e.g. events management form, risk assessments, parental consent, transport lists.

1.6 To liaise with the Centre’s insurance company where activities are deemed a higher risk to ensure the appropriate level of cover is in place prior to activities.

1.7 To work with young carers and their families to remove any barriers to young carers accessing breaks.

1.8 To develop and maintain positive relations with young carers and their families.

1.9 To escort young carers being transported to and from activities where necessary.

1.10 To ensure healthy refreshemnts are available for young carers accessing face to face activities/sessions.

1.10 To ensure the safety and supervision of children and young people during all sessions.

1.11 To identify and address issues affecting children and young people as necessary e.g. arranging specific sessions to address lifestyle or issue based topics.

1.12 To forge working links with other voluntary & statutory organisations delivering provision in the borough and identify opportunities for joint working.

1.13 To provide advocacy for young carers and their families through attending relevant health, social care and educational meetings as appropriate.

1.14 To participate in the monitoring and evaluation of the breaks and activities programme

1.15 To ensure that decisions or judgements which entail a high level of risk are referred to the Young Carers’ Service Manager.

1.16 To identify where young carers would benefit from other support within the Young Carers Project.

1.17 To maintain records to support the work of the Young Carers’ Project including report writing, carer records, correspondence and monitoring.

1.17 To undertake any other reasonable requests for work as directed by the Young Carers’ Service Manager or Chief Executive.

**2. Resources**

2.1 To make reasonable requests for expenditure within agreed project budgets.

2.2 To arrange appropriate volunteer and staff support at all group activities within agreed ratios

2.2 To promote and ensure a sound and safe working environment.

2.3 To notify the Young Carers’ Service Manager when resource problems affecting service delivery occur.

**3. Staffing**

3.1 To attend and participate in regular supervision in accordance with organisational policy and procedures.

3.2 To identify own training needs with the Young Carers’ Service Manager.

3.3 To attend appropriate training and provide formal feedback to other staff

3.4 To attend and participate in annual appraisals and agree annual objectives.

3.5 To participate in developmental opportunities.

**4. Quality Assurance**

4.1 To work to agreed explicit service standards as determined by the Young Carers’ Service Manager

4.2 To work to agreed targets as set by the Young Carers’ Service Manager.

It is not always possible to define completely the duties and responsibilities attached to posts. Some variations may be necessary from time to time.