

Young Carers Co-ordinator

Salary: Band 7 £31,067 to £35,235 per annum pro rata, (£4,198 to £4,761 for 5 hours)

Contract: Permanent

Hours: Part Time (5 hours per week, Saturday mornings)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

The Young Carers Service is part of the wider Early Help and Prevention Service in the city.

The Early Help and Prevention Service in Portsmouth is a new way of doing things – providing extra practical help with families early on, to stop problems getting worse. We talk with families about the things that are most important to them, what might help and what we can do differently to help them. This is how we start working together with the whole family to help get things back on track.

We are committed to working with families to repair harm and relationships. We are restorative in all we do, working closely with partnership agencies to provide high challenge and high support, building strong relationships between practitioners and their families. We have been recognised by Ofsted as a "Good" Local Authority, working systemically to provide services improving outcomes for children and their families.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how, you are, and how you work then this could be the role that meets your expectations.

A Young carer is a young person up to the age of 25, who cares for or helps care for a family member who has a long-term illness, disability, mental health condition or whose substance use impacts them and their family.

The Young carers service provides group activities and individual support to enable young people to step away from their responsibilities and enjoy time with friends.

What is the role?

You will be responsible for the overall co-ordination of the Young Carers Saturday group ensuring the smooth running of the group and activities, with responsibility for supporting and managing a team of Project Workers and Volunteers. You will be based at the John Pounds Centre.

You will facilitate activity sessions for a group of Young Carers aged 8 to 14 years and you will need to have the ability to establish effective relationships with Young People, working with them in developing a programme of activities and carrying out these activities whilst ensuring a safe, friendly, relaxed environment.

You will keep a record of the attendance at the group for evaluation purposes and keep your line manager informed of any issues/developments concerning the group. You will work with your line manager when appropriate for planning and participate in supervision as required.

You will ensure that the Service's rules and policies on confidentiality, health and safety, and child protection are followed, and you will take all reasonable care to promote the health and safety of yourself and others.

Who is the person?

You need to:

1. Have excellent communication skills and be able to motivate and engage effectively with young people. The ability to converse at ease with young people and families and provide advice in accurate spoken English is essential for the post.
2. Have relevant experience of working with young people aged 8yrs to 14yrs preferably in a youth club or another informal setting.
3. Understanding of the needs of Young Carers and how this may impact their everyday lives.
4. Be able to coordinate, manage and support staff, including supporting volunteers and students and role model professional practice with young people.
5. Be able to identify issues and develop a plan of activities to meet young people's needs. Be able to deliver and review the plan accordingly.
6. Consult young people and be willing to involve them in service planning and delivery.
7. Have good interpersonal skills, be motivated and able to work on own initiative within the coordination of a team.
8. Be able to support the active participation of young people and their families, recognising the barriers to young people's participation and working to reduce these.
9. Be able to effectively record the participation, progress and achievement of young people and support their learning outcomes.
10. Be able to make sound decisions to ensure the safety and wellbeing of young people, staff, and the wider community.

11. Demonstrate up to date working knowledge of safeguarding children and young adults
12. Be committed to anti discriminatory practice. Be open minded, but recognise and challenge inappropriateness in a young person's behaviour or language when necessary
13. Be flexible in your hours of work as you will need to work a minimum of four hours on a Saturday morning.
14. Prepare for, and attend supervision, and appropriate training relevant to the post and team meetings as required and support and supervise staff team.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.