

Young Carers Co-ordinator

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

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 project is part of a wider Young Carers Service in the city. Young Carers are young people who care for somebody at home: it could be a brother or sister with a disability, a parent with a drug or alcohol problem, or perhaps a grandparent with a long-term illness. We aim to give Young Carers a break from their caring role, a chance to leave their problems behind and just have time to act like a Young Person and have fun.

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 experience of working with Young People in a Play scheme or Youth Work setting
2. Be aware of the issues surrounding Young Carers and their needs.
3. Have strong planning and organisational skills to ensure timescales and tasks are achieved in a timely and effective way.
4. Have the skills to manage the team in providing a safe, fun, friendly and relaxed atmosphere and also contribute to being an effective team member.
5. Be able to initiate and build relationships with Young People.
6. Be able to empower Young People.
7. Be an active listener.
8. Be committed to and have an understanding of equal opportunities issues including service provision.
9. Have excellent communication skills, both verbal and written, and be able to maintain accurate written records.
10. Have knowledge of Child Protection issues, confidentiality policy, Equal Opportunities and Health & Safety
11. Have experience of supervising staff, identifying training needs and promoting development
12. Ensure the safety of Young Carers and staff at all times.

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.