

Carer Advisor - Communities Job Pack

Title	Carer Advisor - Communities
Hours	To be negotiated (up to 25 hours per week)
Salary	£24,868 FTE
Accountable to	Carer Communities Service Manager
Responsible for	Line management of volunteers
Based	Hybrid between St Ives office and home, with travel across our region

About Caring Together

More than three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

Our vision is of a world in which no unpaid carer is in crisis, isolated or struggling alone.

About the role

It is an exciting time to consider being part of our team. We are focussing on growth to reach more carers and have made considerable investment in our workforce.

As part of the Carer Communities team, you will deliver services to adult carers (including parent carers) in the community, including running groups, trips and events.

The successful candidate will have a background of either working with carers or in the community and be used to working in a 'hands on' role.

Key accountabilities of the role

1. Organise and facilitate peer support/breaks from caring for carers, including groups, trips and events for the carer, and where appropriate including cared for person.
2. Co-ordination of volunteers working within the team, including formal and informal support.

3. Working to budget to ensure spend is made in line with relevant KPIs and timeframe.
4. Organising and facilitating carer information opportunities, such as delivering some presentations in a face-to-face setting.
5. Develop networks with partner organisations to ensure that you are reaching as wide an audience of carers as possible.
6. Develop a thorough working knowledge of all Caring Together's services and promote these through effective advice and signposting.
7. Record and manage all information in line with GDPR and other standards.
8. Develop good relationships with colleagues, sharing skills, knowledge and resources and working collaboratively across the organisation to ensure continuity of service.
9. To work in partnership with carers and ensure carers' needs are taken into account in the development and provision of services recognising carers as expert partners and ensuring that the support provided is person-centred.
10. Be an ambassador for cultural change, including embedding behaviours.
11. Work at all times within the philosophy and policies of Caring Together.
12. Undertake any other duties that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

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Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (equivalent) or above. 	
Experience and knowledge	<ul style="list-style-type: none"> • Experience with MS programmes (Word, Excel, PowerPoint) • Experience of issues that carers face. • Experience of organising and facilitating group sessions. • Experience of engaging with a diverse range of users and stakeholders. • Have a good working knowledge of relevant legislation, including around safeguarding. 	<ul style="list-style-type: none"> • Experience of delivering training/workshops/presentations. • Experience of casework. • Knowledge of adults and/or children's health and social care system. • Some experience of budget management.
Skills and abilities	<ul style="list-style-type: none"> • Ability to multi-task. • Ability to work productively with a range of people. • Strong communication both written and verbal. • Ability to build and maintain effective relationships with stakeholders. • Excellent attention to detail, demonstrates a constructive, solution focussed approach. • Ability to work in an outcome-focused way. • Ability to record outcomes/outputs. 	<ul style="list-style-type: none"> • Demonstrates a constructive, solution-focussed approach. • Ability to work in an outcome-focused way.

Personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team. • Able to work under pressure and cope with change and conflicting priorities. • Access to a vehicle and willingness and ability to travel across our region. • Engaging and positive personality. • Committed to working in partnership to achieve the best outcomes possible for carers. 	
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Application and recruitment process

Closing date	The closing date for this post is 24 November.
Interview	It is anticipated that interviews for this post will take place on 4 and 6 December.
Start date	The post is available immediately, on a part-time permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 9.00am and 5.00pm, however Caring Together is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. [The successful candidate may be required to work flexibly at evenings and weekends, at times.]
Benefits	Full details of the benefits of employment will be made available to the successful candidate.