

## Carer Advisor job pack

<b>Title</b>	Carer Advisor – Communities (young carers)
<b>Hours</b>	16-21 hours per week
<b>Salary</b>	£26,902 12 months fixed-term maternity cover post
<b>Accountable to</b>	Carer Communities Service Manager
<b>Responsible for</b>	Link supervisor support to volunteers
<b>Based</b>	St Ives office/home-working, with travel across our region

### About Caring Together Charity

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

Three in five of us will become a carer at some point in our lives. 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.

### About the role

This is a fixed-term post for maternity cover.

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

As part of the Carer Communities team, you will work alongside the rest of the Carer Services Team. Your key focus areas will be providing support and breaks for young carers, in line with services, contracts and grant requirements.

The successful candidate will have a background of working with children or young people and be used to working in a 'hands on' role.

### Key accountabilities of the role

1. Supporting young carers to cope better with their caring roles and achieve desired individual outcomes, through structured workshops with young carers (some of these are delivered directly ourselves and some in partnership with local schools).

2. Organisation, facilitation and delivery of peer support/breaks from caring for young carers, including trips during the school holidays.
3. Develop and maintain working relationships with key contacts (e.g. schools, colleges), delivering our services and activities in partnership with them.
4. Working to budget to ensure spend is made in line with relevant KPIs and timeframe.
5. Co-ordination of Volunteers and Sessional Workers, working within the team, including formal and informal support.
6. Using our customer relationship management IT system, record planned activities, attendances, and outcomes accurately and in a timely manner.
7. Develop a thorough working knowledge of all Caring Together Charity's services and promote these through effective advice, signposting, and partnership work with other stakeholders.
8. Record and manage all information in line with GDPR and other regulations.
9. Develop good relationships with colleagues, sharing skills, knowledge and resources and working collaboratively across the organisation to ensure continuity of service.
10. To work in partnership with young carers and ensure carers' needs are considered in the development and provision of services recognising carers as expert partners and ensuring that the support provided is person-centred.
11. Be an ambassador for cultural change, including embedding behaviours.
12. Work at all times within the philosophy and policies of Caring Together Charity.
13. Undertake any other duties that may be considered commensurate with the level of the post.

Caring Together Charity 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.

**[Job title – upper case letter on each word]**  
**Person specification**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level (equivalent) or above.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience with Microsoft programmes (Word, Excel, PowerPoint).</li> <li>• Knowledge of safeguarding in relation to children and young people.</li> <li>• Experience of organising and facilitating group sessions for children/young people.</li> <li>• Experience of engaging with a diverse range of users and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering workshops or activities.</li> <li>• Knowledge of issues facing young carers.</li> <li>• Knowledge of children's health and social care system.</li> <li>• Experience with Microsoft Teams.</li> <li>• Experience of budget management.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to engage with children and young people.</li> <li>• Enthusiasm and energy.</li> <li>• Ability to multi-task.</li> <li>• Ability to work productively with a range of people.</li> <li>• Strong communication skills both written and verbal.</li> <li>• Ability to build and maintain effective relationships with stakeholders.</li> <li>• Excellent attention to detail, demonstrates a constructive, solution focused approach.</li> <li>• Ability to work in an outcome-focused way.</li> <li>• Ability to capture and record outcomes/outputs.</li> <li>• Excellent attention to detail, demonstrates a constructive, solution focused approach.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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

<b>Closing date</b>	The closing date for this post is <b>9.00am</b> on <b>30 May 2025</b> .
<b>Interview</b>	It is anticipated that interviews for this post will take place in week commencing <b>2 June 2025</b> .
<b>Start date</b>	The post is available immediately, on a fixed-term basis for 16-21 hours per week (to be negotiated).
<b>Referees</b>	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.
<b>Proof of qualifications</b>	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.
<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	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.
<b>Pension</b>	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	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.
<b>Working hours</b>	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity 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]
<b>Benefits</b>	Full details of the benefits of employment will be made available to the successful candidate.