



Your Future  
Our Business

CHANGING PLACES  
CHANGING LIVES

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## JOB DESCRIPTION

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<b>JOB TITLE</b>	Young Carers Schools and Families Project Officer
<b>SALARY</b>	£17,215 - £20,500 per annum pro rata
<b>REPORTS TO</b>	To be confirmed
<b>LOCATION</b>	Marsden Road Health and Wellbeing Centre South Shields  Other various community locations within South Tyneside
<b>TERMS &amp; CONDITIONS</b>	30 hrs per week. 12 month contract. Standard T&C's apply.

### JOB SUMMARY

TEN was established in 1994 to address the unemployment levels in South Tyneside impacted by the decline in the shipbuilding and coal mining industries and has an excellent track record of managing and delivering employment and training services in South Tyneside and supporting clients who are long term unemployed. In November 2016 the Young Carers Service in South Tyneside joined TEN. In July 2018 TEN became part of Groundwork South Tyneside and Newcastle.

Groundwork South Tyneside and Newcastle has been Changing Places and Changing Lives for over 25 years through a variety of environmental, learning, health and skills programmes. We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

This is an exciting opportunity to join an experienced Team to expand and develop the Young Carers respite and awareness raising programme across South Tyneside. Activities aim to promote positive health and wellbeing, support personal development and improve community inclusion for Young Carers and their families. We provide practical and emotional support to Young Carers ensuring they are protected from inappropriate caring responsibilities and are able to enjoy the same opportunities as their peers. The posts will also help us ensure that the Young Carers voice is heard by relevant decision makers and strengthen the support networks available to them.

## KEY TASKS

### Providing family support;

- Provide emotional and practical support to Young Carers and their families promoting positive health and wellbeing
- Ensure individual plans incorporate relevant and positive outcomes for the family
- To establish a Young Carers Family Forum that aims to strengthen family relationships and provide a peer support network
- Develop and maintain positive relations with Young Carers and their families providing online support where applicable
- Be an advocate for Young Carers and their families within local networks, forums and decision makers
- Provide advice, information and guidance to all Young Carers and families

### Supporting the Young Carers Activity Programme;

- To attend Young Carers respite activities to support and encourage family related interventions.
- To work with colleagues and Young Carers to plan and develop the activity programme ensuring it is user-led, relevant and supports both family and individual objectives.
- Support the delivery of issue based workshops and personal development sessions for Young Carers and their families.

### Connecting to the Community and raising awareness;

- Work with community based partners to encourage awareness and inclusion of Young Carers and their families
- To be a link between schools and the Young Carers Service to promote awareness, act as a voice for the Young Carers, support educational attainment and provide advice for families.
- Work with Young Carers to develop an 'awareness raising' session and resources that aims to encourage family support and engagement
- Build relevant community networks that will support Young Carers and their families
- Support Partnership working with voluntary and statutory organisations

### Supporting and developing group work and peer support;

- Contribute to the development of the existing Young Carers transition group.
- Input into the Young Carers Steering Group and Young Carers Action Plan to ensure family objectives are understood and met.
- Provide peer support networks and buddying opportunities throughout the project.

### Administration

- To maintain records and contribute to the monitoring and evaluation of the project.
- To work as part of a team attend staff meetings, participate in staff training, development and supervision sessions.
- To achieve targets set by the Programme Lead and adhere to Groundwork's values and policies.
- To undertake any other reasonable requests for work as directed by the Programme Lead or Operations Manager.

<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>• Attend mandatory training where required.</li> <li>• Maintain an awareness of relevant legislation, practice and research as required within the organisation.</li> <li>• Ensure risk assessments are carried out and reviewed regularly.</li> <li>• Ensure the safety and supervision of children and young people within the project.</li> </ul>	
<b>SAFEGUARDING</b>	
<ul style="list-style-type: none"> <li>• Work to Groundwork's Safeguarding policy and local safeguarding board arrangements.</li> </ul>	

<b>ADDITIONAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.</li> <li>• Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</li> <li>• The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies</li> <li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.</li> <li>• To be aware of, and comply with, all measures to support our environmental standard ISO14001</li> </ul>	

<b>PREPARED BY:</b>	<b>Karen Ahmed</b>
<b>DATE:</b>	<b>18/01/2019</b>