



Job Description Young Carer Peer Mentor Coordinator

Ref: PMC(M)0917

- Job Title:** Young Carer Peer Mentor Coordinator (4-17 years) – Maternity Cover
- Job Purpose:** To develop and deliver a Peer Mentoring service to support the identification and appropriate support of young and sibling carers in Bedfordshire.
- Job Context:** *Carers in Bedfordshire* is a registered charity that is governed by Carers, for Carers. Its work is to ensure carers are properly valued and supported by the government and the community, thus enabling them to perform their caring role as effectively and happily as possible.
- Reports to:** Young Carer Targeted Support Lead
- Job Grade/Salary:** Grade 3 £20,065 (starting salary)-£22,724 (pro-rata for part-time)
- Hours:** Part-time; 28 hours per week; occasional weekend and/or evening work will be required
- Team members:** Sibling Coordinator
Young Carer Support Workers (permanent and sessional)
Administrator
Volunteers
- Location:** Carers in Bedfordshire's Bedford Office,
Suite K, Sandland Court, Pilgrim Centre, Brickhill Drive,
Bedford MK41 7PZ
The role will require occasional working at Carers in Bedfordshire's other offices and attendance at other venues to attend CiB activities and meetings

Duties and responsibilities:

- Develop and review project activities to ensure the project aims and objectives are achieved
- Identify potential peer mentors that would benefit from and contribute to the successful achievement of the project
- Develop, coordinate, plan and deliver training sessions for new mentors
- Plan, coordinate and deliver peer mentor catch up meetings to inform mentors of past and future developments, share successes / good news stories, issues or concerns.
- Support mentors to provide feedback to schools on supporting young carers
- Support mentors to meet other mentors, share experiences, have fun and have a break from their caring role.
- Training, planning and delivering focused workshops
- Offering 1 to1 support as appropriate to mentors and mentees
- Delivering group activities during which mentoring can take place
- Identify and work with lower, middle and upper schools (inc primary, secondary, academies and such like) to identify and support Young and Sibling Carers to become peer mentors and participate in mentoring in school. This will include working with in-school mentors to raise awareness of young carers' issues to both staff and pupils in schools and the local community
- Initiate partnerships for project (schools)
- Develop, plan and deliver assemblies to raise awareness of young carers with pupils and teaching staff / identify potential mentors

- Support schools to set up project and to identify a link worker raising awareness of carers issues and to provide support for carers and mentors
- Plan coordinate and deliver schools link meetings to update schools on feedback from mentors and to work together to steer partnership working and mentor's role as champions for carers. Ensure schools are raising awareness of and supporting their carers and mentors in an effective and appropriate way.
- Encourage schools to share good practices and experiences.
- Produce information, data and analysis for quarterly and annual reports
- Monitor annual objectives review with support worker to ensure objectives have been delivered and have met the project outcomes
- Attend Parents Evenings and other events in schools to raise awareness of young and sibling carers and the support available to them and their families
- Support young carers appropriately to meet their identified needs, as part of the Young Carers Team and part of the broader carer support team in Carers in Bedfordshire, including but not limited to assessing carers' needs, organizing and attending activities, responding to enquiries and liaising with other organisations and services, including statutory bodies
- Keep careful and confidential records of all work completed and ongoing for individual carers, ensuring continuity of services for them in your absence.
- Collect data and monitor and evaluate activities to ensure outcomes are achieved, and documented
- Ensure expenditure is maintained within budgetary constraints
- Represent Carers in Bedfordshire and act as a local ambassador for carers
- Support outreach and awareness raising work, for example in Carers Week
- Keep up to date with changes in legislation and local services which may affect the lives of carers and/or impact our service

Other responsibilities

- Ensure personal information is collected, stored, and managed appropriately ensuring confidentiality of information as appropriate
- Ensure central information systems are up-to-date including shared and personal calendars
- Adhere to Carers in Bedfordshire's standards, policies and procedures
- Participate in training and other organisational briefings and activities and maintain an up to date knowledge of carers' needs and Carers in Bedfordshire's services
- Attend regular supervision sessions, annual appraisals and staff/team meetings
- Undertake such personal training as may be required to keep up to date and fulfil professional requirements
- Have a collaborative and flexible approach to work
- Some evening and weekend working is expected as part of your normal designated hours, and occasional nights away from home may be required

Additional Duties:

It is the very nature of the work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks which are not specifically covered by your job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with your regular type of work.

Responsibility:

You will be responsible to the Young Carer Lead and, ultimately, to the Board of Directors.



Person Specification Peer Mentor Coordinator

	Essential Criteria	Desirable Criteria
1. Qualifications	<p>Honours degree or equivalent in a relevant subject or equivalent professional experience</p> <p>G.C.S.E or equivalent English Language and Mathematics</p>	<p>Postgraduate or professional qualification in a relevant subject</p>
2. Relevant Experience and knowledge	<p>Experience of delivering a service for young people</p> <p>Experience of running a project, including working with others, reporting and planning project activities to a timeline</p> <p>Understanding of and sensitivity to the needs and difficulties faced by young carers, siblings and families affected by a caring role</p> <p>Knowledge of the legal implications of working with young and vulnerable people including confidentiality, safeguarding of children and vulnerable people, health and safety and data protection</p> <p>Experience of an outcomes approach to measuring performance</p> <p>Experience collecting client feedback on activities and preparing activity reports</p> <p>Experience of collaborative/multi-agency working</p> <p>Familiarity with the Multidimensional Assessment of Caring Activities (MACA), Positive and Negative Outcomes of Caring (PANOC) and Post Intervention Self Assessment (PISA) tools</p> <p>Experience of using the Early Help Assessment (EHA) and other practice too</p> <p>Experience working with people from diverse and/or difficult backgrounds</p> <p>Competence with Microsoft Office systems to manage daily activity</p> <p>Experience using client database</p>	<p>Experience working in a commissioned not-for-profit environment</p> <p>Familiarity with Carers Assessments, Carers Rights, and relevant legislation pertaining to Carers issues</p> <p>Experience of working with volunteers and their role in delivering services</p>

<p>3. Skills, Abilities and Qualities</p>	<p>Effective and sensitive communication and advocacy skills in writing and verbally, to clients, stakeholders and colleagues</p> <p>Aptitude in finding creative solutions to complex problems</p> <p>Ability to work without constant supervision</p> <p>The skills and resilience occasionally to cope with distressing situations.</p> <p>Effective time management and prioritizing skills</p> <p>Demonstrates client focus</p> <p>Effective in collecting and sharing data</p> <p>A commitment to equal opportunities and a sensitivity to the needs of young people and families from diverse backgrounds</p> <p>Willingness to adapt practice continually in response to experience</p> <p>Full clean driving licence and access to a car with business insurance</p> <p>Good general health</p> <p>Proven reliability and professionalism</p>	<p>A current first aid certificate</p>
--	--	--

This post is subject to a fully enhanced DBS check.