



Job Description

Young Person's Activity Workers (Saturdays)

Ref: YPAW0917

- Job Title:** Young Person's Activity Workers (Saturdays)
- Job Purpose:** To deliver a scheduled programme of activities to young people, working with volunteers and other Carers in Bedfordshire staff members.
- 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 Lead
- Job Grade/Salary:** Grade 1: £8.45 per hour plus holiday pay (=£9.76 per hour)
- Hours:** Sessional; c. 3³/₄ hours per Saturday, 12.30-4.15; 3 Saturdays per month available
- Team members:** Young Persons Activity Organiser
Carers Café Organiser
Support Workers (Adult and Young Carers)
Volunteers
- Location:** Carers Café venues: Bedford, Biggleswade, Houghton Regis

The role may require occasional working at Carers in Bedfordshire's offices and other venues to attend CiB activities and meetings

Duties and responsibilities:

1. To deliver activities for young people of all ages including young carers and children with additional needs, according to a planned schedule.
2. Be understanding of and sensitive to the needs and difficulties faced by young people of all ages affected by illness or disability in the family circle.
3. Use listening skills to support young people including Young Carers to have confidence in sharing their concerns.
4. Liaise as appropriate with Carers in Bedfordshire colleagues to ensure sharing of information and that appropriate and ongoing support is given to carers who need it
5. Ensure personal information is collected, stored, and managed appropriately ensuring confidentiality of information as appropriate
6. Adhere to Carers in Bedfordshire's standards, policies and procedures

Additional Duties:

This job description is not exhaustive and serves to highlight the main requirements of the post holder. 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 a Lead according to the nature and duties undertaken and, ultimately, to the Board of Directors.



Person Specification

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	Essential Criteria	Desirable
1. Qualifications	G.C.S.E or equivalent English Language and Mathematics	Level 2 or above qualification in Child and Adolescent or Educational Studies or an equivalent Youth Work or social work qualification
2. Relevant experience and knowledge	<p>Understanding of and sensitivity to the needs and difficulties faced by carers and families affected by a caring role</p> <p>Experience of delivering activities for young people aged 4-17 and an understanding of their needs</p> <p>Knowledge of the legal implications of working with vulnerable and/or young people including confidentiality, safeguarding of children and vulnerable people, health and safety and data protection</p> <p>Experience working with people from diverse and/or difficult backgrounds</p>	IT literacy: good level of competence with Outlook and Word
3. Skills, abilities and qualities	<p>Ability to deliver fun/focused age appropriate activities in a group environment</p> <p>Ability to operate as a member of a team</p> <p>Ability to participate in finding solutions or sign posting</p> <p>Effective, sensitive and non-judgemental in listening and communication skills</p> <p>Have the skills and resilience occasionally to cope with distressing situations.</p>	<p>A current first aid certificate</p> <p>A current food hygiene certificate</p> <p>Full clean driving licence and access to a car with business insurance</p>

	<p>Effective time management and prioritizing skills</p> <p>Effective in collecting and sharing data and record keeping</p> <p>Good interpersonal skills</p> <p>Good general health</p> <p>Proven reliability, friendliness, enthusiasm, professional demeanour and sense of humour</p>	
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