**Swansea Carers Centre**

**Job Description**

***Title*** Time 4 You Coordinator

***Location*** Swansea Carers Centre, 104 Mansel St, Swansea / Home

***Hours*** 14 hrs per week

***Salary*** £22,131.20 pro rata

***Annual Leave*** 26 days and customary bank holidays (pro rata) with additional days being granted for additional years of service

***Travel Expenses*** 45p per mile

***Reporting To*** Deputy Director

The post is subject to a probationary period of 6 months. The successful applicant will be subject to an enhanced C.R.B. disclosure.

### Accountability

The Time 4 You Coordinator will be employed by the Board of Trustees of Swansea Carers’ Centre. Line Management of this post is through the Deputy Director to whom the post holder will be responsible.

**Purpose of the Post**

* Coordination of the Time 4 You Project. The project provides flexible respite opportunities for carers with a mix of direct replacement care and access to activities to create a opportunities for a break from their caring role

**MAIN AREAS OF RESPONSIBILITY**

**Project Coordination**

* To work with care agencies to arrange short respite sessions in blocks of up to 4 hours
* To liaise with activity providers e.g. holistic therapists, sports venues etc to arrange and purchase vouchers for carers to access activities
* To develop a pilot project of volunteers to provide short breaks for carers of up to 2 hours. This will include assessing the cared for and establishing if the volunteer led respite is appropriate or if a regulated care agency should be instructed
* Maintain good assessment and review procedures and appropriate care plans. This will include ensuring all potential users of the service are assessed for suitability, undertaking a risk assessment and moving and handling assessment
* Work with the Volunteer Coordinator to recruit and train a small team of volunteers to provide short breaks / respite for carers.
* Provide line management support to the volunteer team
* To manage the budget and expenditure for the Time 4 You project

**Administration**

* To ensure clear, accurate and up-to-date client files are maintained.
* To prepare volunteer rotas, ensuring all commitments are met.
* To take budgetary responsibility for the project
* Put in place methods of measuring outcomes for the project and evaluates the impact of the project on its participants
* To provide relevant statistical information on a monthly, quarterly and annual basis.

**Awareness Raising**

* To conduct other activities including talks and attending events to raise awareness of Swansea Carers’ Centre and the needs of carers.
* To represent the charity at interagency meetings, as agreed with the Executive Director.
* Working with our Marketing Coordinator to raise awareness of the project developed.

**Monitoring & Good Practice**

* To support the Executive Director in ensuring that effective Quality Assurance systems are developed and maintained.
* Put in place methods of measuring outcomes for the project and evaluates the impact of the project on its participants
* To provide when requested, information on the service to the Executive Director, Board of Trustees, the Local Authority and CIW.
* To maintain up to date knowledge of relevant legislation and good practise.

**Health & Safety**

* To ensure all staff and volunteers undertake mandatory training as required.

**General**

* To participate as a member of the staff team.
* To work within the philosophy and policies of Swansea Carers’ Centre.
* To comply with the Health & Safety at Work Act 1974 and with Swansea Carers’ Centre policy, paying particular attention to the reporting of dangerous situations.
* To respect the personal choice and lifestyles of colleagues, carers and people with care needs, ensuring that Equal Opportunity and Diversity principles are applied at all times.
* To ensure confidentiality is maintained at all times.
* To comply with the Code of Conduct.
* To undertake any other duties that may be considered commensurate with the level of the post.

Job description to be reviewed in 6mths

**Time 4 You Coordinator**

**Person Specification**

### Essential Knowledge, Skills, and Experience

* To have obtained or prepared to work towards NVQ Level 3 in care or other approved qualification
* Experience and/or knowledge of assessing care needs and producing care plans and producing care plans
* Experience of managing staff and volunteers
* Measurable knowledge and/or certificates in Risk Assessments, Health & Safety and Moving & Handling
* Understanding of the needs of people who are elderly and physically and/or mentally ill/frail
* Understanding of the problems and needs of carers caring at home for elderly people who are physically and/or mentally frail
* Good listening, communication and written skills
* The ability to organise self and prioritise work, achieving targets within agreed timescales
* Able to produce written reports, including the analysis of statistical information
* Flexible approach to working practices
* Able to be self servicing with developed IT skills
* The ability to demonstrate awareness/understanding of equal opportunities and diversity.
* The ability to recognise, respect and maintain confidentiality.

### Desirable Knowledge, Skills and Experience

* The ability to speak Welsh
* Knowledge of the local voluntary sector