**Swansea Carers Centre**

**Job Description**

***Title*** YAC Education Coordinator

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

***Hours*** 28 hrs per week (fixed term until Jan 2024)

***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

**Accountability**

To the Executive Director and Board of Trustees of Swansea Carers Centre.

**Young Adult Carers Education Project information**

The post-holder will work with the Post 16, Further and Higher Education settings

to help raise awareness of the needs Young Adult Carers (YACS) primarily aged aged 18- 25

and some 16 and 17 year olds to ensure that YAC’s receive support to negotiate and stay

successfully in education.

**Purpose of the Post**

Improved education outcomes for YAC in Swansea - increased retention and

attainment of students with caring responsibilities

Increased support for YAC in further education settings - with better information and advice

for them in a place and at a time when it is needed

Increased education staff confidence in identifying and supporting YAC

Increasing YAC social networks, reducing social isolation and loneliness

**Main Duties & Responsibilities**

* Deliver a two year programme of regular training/information sessions to

raise awareness of the issues facing YAC in further education, both with

staff and students & to identify and support YAC.

* Provide a 21 month programme of regular YAC drop in support sessions

onsite on a rota basis to cover all education campuses in Swansea

* Liaise with the designated YAC lead within the education setting

(if there is one onsite- if not work to designate a lead ) to devise strategies which will

support YACs better with their attendance, ways of working and reach their full potential.

* Provide YAC support in accessing/applying for educational, employment

& training opportunities, benefits, grants & fundingHold regular YAC information stands onsites - during freshers week etc.

* Develop YAC peer support groups
* Develop publicity materials/resources for education settings to use in

displays, inductions and information sessions.

* Work with our Volunteer Co-ordinator to recruit a team of 10 volunteers &

provide ongoing line management support for project volunteers including appraisals

* Work co-productively with YAC/education staff
* Work in partnership with other local voluntary/statutory organisations/

education/health services

* To take up referrals and refer Young Adult Carers to our Swansea Carers Center YAC Support Coordinator to identify, understand and meet their needs, with an emphasis on promoting positive outcomes
* To promote access to information and support to assist Young Adult Carers in their decision-making to facilitate their personal, social and educational development
* To ensure that the policies, procedures and practice for safeguarding and promoting the welfare of children and young people are implemented effectively within Swansea Carers Centre, Identify gaps in policies & procedures and work with trustees to full those gaps.
* To establish robust monitoring an evaluation procedure

**Working with Carers**

* To work in a non-discriminatory, culturally-sensitive manner which encourages all carers to access services provided by Swansea Carers’ Centre
* To ensure that carers are regularly and routinely consulted on all relevant aspects of the project
* To work with carers to assess and evaluate the effectiveness of project
* To develop good working relationships with young people’s support groups across the local authority area.

**Good Practice, Monitoring & Reporting**

* To work within a quality assurance framework and to keep records and develop systems to monitor the quality of the programme
* To ensure the project is meeting agreed outcomes and milestones identified in the funding bid
* To prepare documents (reports/evaluation and statistical data) with accuracy
* To advise the Board of Trustees and the Director on issues affecting the project.
* To keep abreast of carers’ issues at all levels, local, regional and national and reflect these in the education and training programme.
* To develop and implement appropriate service plans for the project In conjunction with the Director
* To take part in team planning, monitoring and evaluation.

**General**

* To participate as a member of the staff team.
* To work at all times 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.

**Young Adult Carers Education Coordinator**

**Person Specification**

**Essential Knowledge, Skills and Experience**

* Excellent understanding of the issues and challenges related to being a young adult carer
* Relevant qualification
* Experience of partnership working with the ability to relate to and engage with a wide range of statutory and voluntary agencies
* Experience of involvement with carers in a paid or voluntary capacity
* Project management skills
* Experience of working with young adults in groups and one to one
* Knowledge and understanding of current legislation which underpins Health & Social Care
* Ability to work with people in a sensitive way
* Able to manage staff and volunteers effectively
* Good self management skills with an ability to work under own initiative
* The ability to organise self and prioritise work, achieving targets within agreed timescales
* The ability to work effectively within a team
* Excellent verbal and written communication skills
* Able to produce written reports, including the analysis of statistical information
* 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.
* Car owner driver with access to a car for work
* Able to deliver a project to agreed outcomes and targets

**Desirable Skills and Experience**

* The ability to speak Welsh
* Knowledge of the local voluntary sector
* Experience of working with young adult carers
* Ability to organise events
* Experience of risk assessments
* Knowledge of monitoring and evaluation
* Experience of establishing and promoting a new service
* Able to use social media in a work setting