**SWANSEA CARERS CENTRE**

**Job Description**

***Title*** **Black Asian Minority Ethnic Carers Coordinator (BAME)**

***Location*** Swansea Carers’ Centre

104 Mansel Street, Swansea, SA1 5UE

***Hours*** 21 hrs per week – to be agreed with line manager

***Salary*** £22,568 (pro rata)

***Annual Leave*** 26 days and customary bank holidays pro rata.

***Travel Expenses*** 45 per mile

***Reporting To*** Deputy Director

***Closing Date for Applications 15th July 2022***

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 BAME Carer support worker will be employed by the Board of Trustees, Swansea Carers’ Centre. Line management of the post will be through the Deputy Director.

1. **Purpose of the Post**

**Three main changes (outcomes) the project will deliver**

BAME carers have their voices heard

BAME carers have improved access to carer support services

BAME carers feel less isolated

1. **Listening to the BAME Community**

Swansea Carers Centre recognises there is a huge need for a BAME Carers service in Swansea. This service will listen to BAME carers and by working together develop the new BAME carer’s service around their needs:

Offer a safe space for BAME carers to meet other people, share experiences and discuss gaps in services and their needs.

The Worker will establish a regular online/face to face consultative forum for BAME carers to discuss their issues, needs and gaps in services to influence new service development.

Produce carer surveys in different languages for carers to complete and promote them through local organisations, faith groups and social media.

Discuss the barriers to accessing services and how we can overcome them. This will help develop a mutual relationship of trust and respect to bring positive changes for BAME carers support services in the future.

The outcomes of these consultation sessions, surveys and 1-1 discussions will help seek ongoing funding to be able to offer BAME Carers services long term and develop joint services

1. **Administration**
* To maintain clear, accurate and up-to-date case records.
1. **Awareness Raising**
* To conduct other activities including talks and attending events to raise awareness of Swansea Carers’ Centre and the needs of BAME carers.
* Promote the service and all the services offered by Swansea Carers Centre
* Identify more carers from BAME communities and get them the support they need.
* Engage with various BAME groups.
1. **Monitoring & Good Practice**
* To provide reports to aid the effective monitoring of the service.
1. **General**
* BAME worker will offer specialist support for carers, recognise different cultural nuances, and is aware of the issues associated with language barriers, to gain the trust of carers in different communities. SCC already has links with local BAME organisations including;

CIWA (Chinese In Wales Association) – (we translated our leaflet into Chinese)

Chinese Parent Carers Group

Ethnic Minority Youth Support Team Wales (EYST)

Race Alliance Wales

BAME Carers Worker will link in with these groups; make new community links (across Swansea) including faith groups and use social media, community based outreach work (socially distanced) and a publicity drive.

Work together to identify BAME carers and encourage them to feed into developing the new carer support service as well as access 1-1 and group support. The project will also aim to identify BAME volunteers to support our project.

Facilitate zoom (or face to face if safe to do so) monthly consultation sessions with carers from different community groups

Offer 1-1 carer well-being support and peer support group sessions

Increase household income by providing welfare benefit information advice

Help complete forms and offer advice

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.

**Swansea Carers Centre**

**BAME Carers Support Worker: Person Specification**

### Essential Knowledge, Skills and Experience

* Evidence of a good general education
* Experience of having worked with carers / those from BAME communities
* Ability to work within a dedicated team that is sometimes under pressure
* Commitment to equal opportunities and anti-discriminatory practice.

### Desirable Skills

* Ability to communicate in other languages
* Knowledge of local BAME services
* Understanding of BAME communities
* Knowledge of the local voluntary sector
* Experience of providing a service via Zoom or Microsoft Teams