



Your Future
Our Business

JOB DESCRIPTION

JOB TITLE	Young Carers Activities Project Officer
SALARY	£19,240 per annum pro rata
REPORTS TO	To be confirmed
LOCATION	The Eco Centre, Windmill Way, Hebburn, NE31 1SR Other various community locations within South Tyneside
TERMS & CONDITIONS	20hrs per week. Standard T&C's apply. This post will be subject to an enhanced Disclosure and Barring Service check

JOB SUMMARY

TEN was established in 1994 to address the unemployment levels in South Tyneside impacted by the decline in the shipbuilding and coal mining industries and has an excellent track record of managing and delivering employment and training services in South Tyneside and supporting clients who are long term unemployed. In November 2016 the Young Carers Service in South Tyneside joined TEN. In July 2018 TEN became part of Groundwork South and North Tyneside.

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes. We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

This is an exciting opportunity to join an experienced Team to expand and develop the Young Carers respite and awareness raising programme across South Tyneside. Activities aim to promote positive health and wellbeing, support personal development and improve community inclusion for Young Carers and their families. We provide practical and emotional support to Young Carers ensuring they are protected from inappropriate caring responsibilities and are able to enjoy the same opportunities as their peers. The posts will also help us ensure that the Young Carers voice is heard by relevant decision makers and strengthen the support networks available to them.

KEY TASKS

Planning and delivering the Young Carers Activity Programme;

- To attend Young Carers respite activities to support and encourage participation and engagement in the programme.
- To work with colleagues and Young Carers to plan and develop the activity programme ensuring it is user-led, relevant and supports both programme and individual objectives.
- Support the delivery of issue based workshops and personal development sessions for Young Carers and their families.

Connecting to the Community and raising awareness;

- Work with community based partners to encourage awareness and inclusion of Young Carers
- Work with Young Carers to develop an 'awareness raising' session and resources that aims to encourage hidden Young Carers to engage in support available
- Build relevant community networks that will support Young Carers and their families
- Support Partnership working with voluntary and statutory organisations

Supporting and developing group work and peer support;

- Support and develop the existing Young Carers transition group.
- Establish a Young Carers Steering Group that will work to produce a Young Carers Action Plan.
- Provide peer support networks and buddying opportunities throughout the project.

Administration

- To maintain records and contribute to the monitoring and evaluation of the project.
- To work as part of a team attend staff meetings, participate in staff training, development and supervision sessions.
- To achieve targets set by the Programme Lead and adhere to Groundwork's values and policies.
- To undertake any other reasonable requests for work as directed by the Programme Lead or Operations Manager.

HEALTH & SAFETY

- Attend mandatory training where required.
- Maintain an awareness of relevant legislation, practice and research as required within the organisation.
- Ensure risk assessments are carried out and reviewed regularly.
- Ensure the safety and supervision of children and young people within the project.

SAFEGUARDING

- Work to TEN/Groundwork's Safeguarding policy and local safeguarding board arrangements.

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001

PREPARED BY:	L C
DATE:	18/07/2022