



*'Your local charity improving lives'*

## **Job Description**

**Job Title:** Young Carers' Project Manager

**Location:** VASL Torch House and The Cube, Market Harborough

**Pay Scale:** £24,000 per annum pro rata (15 hours per week)

**Job Duration:** 3 years fixed term contract

**Responsible to:** VASL Charity Manager

**Responsible for:** Young Workers x 2  
Transport Volunteers

### **Job Purpose:**

To deliver and develop the Young Carers' Project, supporting young carers between 11 and 18 years who live in Harborough District, providing a variety of engaging, informal and supportive activities in a regular group setting, and including trips/outings to offer respite from their caring responsibilities.

### **Major Tasks and Responsibilities:**

- To manage the delivery of a fortnightly group for young carers (term time), which will involve:
- Planning a varied programme of activities, both at The Cube youth centre in Market Harborough and at other locations locally and further afield, within budget restrictions. Trips will also take place during school holidays (6-7 per year)..
- To receive referrals to the group from a wide range of agencies, reporting back to agencies on outcome of referrals. To assess young people's needs, any safety, safeguarding, or support considerations, and introduce the group to them and their family/carers.
- To supervise 2 x part-time youth workers, providing support and training as required to ensure high quality delivery.
- Support the involvement of volunteers within the service, providing supervision and training as required to ensure high quality delivery.
- To maintain all required group records in order to monitor outputs, assess outcomes for individual young people and evaluate each delivery session, incorporating young people's views and feedback and noting specific information relating to individual young people as required, providing reports in the requested format to your line manager, and funders.

- To respond promptly to any safeguarding concerns arising through the course of delivery or in further communications with young people and their families.
- To further develop the Young Carers Group, including:
  - Working with a range of agencies to identify young carers and promote the referral process.
  - Promoting the group to identify young carers and agencies working with them, to encourage uptake of this service.
  - To embed the participation of young carers in all the aspects of the project development including the planning, delivery and evaluation.
- To provide support to individual group members within the group setting, and to make contact with the young person's key worker, social worker, or other professional involved with their support, where assessed as necessary and in line with VASL's Children Safeguarding Policy and procedures.
- To provide or arrange safe transport for young carers to access the group from the surrounding area where necessary. Travel expenses will be reimbursed for using your own vehicle for which you will be required to hold business use insurance.
- To manage the health and safety of the group, ensuring all associated activities are risk assessed and comply with VASL Health and Safety Policy.
- To manage a small project budget relating to the running of the group, and to liaise with VASL finance officer regarding monitoring spending.
- To prepare and submit annual report to funders.
- To provide monitoring and evaluation for funders and VASL Board of Trustees.
- To represent VASL Young Carers Project at adhoc talks, presentations.
- To represent VASL Young Carers Project accepting ad hoc donations.
- To attend staff training or development sessions, supervisions and team meetings as required by the line manager.

- To provide support to Charity Manager and or bid writer in applying for funding.
- To work within VASL Equal Opportunities Policy and Code of Conduct for employees.
- To conduct any other tasks as required by the line manager in order to further the work of the project.

**The person appointed to this post will also;**

Have Enhanced level clearance from DBS

Have a Driving Licence and access to a vehicle

**Outline of Terms of Service**

**Duration**

This post is funded to at least 3 years. Every effort will be made to ensure ongoing funding, but in the event that for whatever reason, the contract is not renewed the service will cease.

**Working Hours**

The working week is 15 hours. These will be worked by agreement, but in a job of this nature there is a clear need for flexibility. Evening and weekend duties will be required. Overtime is not paid, but staff make take time off in lieu when hours worked exceed the working week.

**Salary**

Salary is payable on the 20<sup>th</sup> of each calendar month. Annual cost of living increased will be awarded at the discretion of the Trustee Board. An employer's contribution to a pension scheme of 5% of gross salary will also be paid.

**Expenses**

The Young Carers Manager will be paid travel and other outlay subject to prior approval. No payment is made for travel between home and work base.

**Any appointment will be subject to satisfactory references and disclosure by the Criminal Records Bureau. Convictions do not necessarily prevent a person being appointed.**