

Job description

Job title:	Heads of Young Carers and Young Adult Carers (Job Share)
Location:	Loman Street, Southwark, London
Responsible to:	Director of England
Salary:	Pro rata of £49,553.63
Contract:	Permanent
Hours:	21hrs per job share
Annual leave:	The annual leave entitlement will be 26 days (free days) and 3.5 days for the office closure. This entitlement will be pro-rata.
Pension:	After probationary period matched employer contribution up to maximum of 5% of salary

Main aims of the post

- To ensure that Carers Trust continues to be the leading organisation supporting and improving the lives of young carers and young adult carers
- To act as Carers Trust's specialist leads for England internally and externally on young carers and young adult carers' issues, developing and leading the strategic direction on these issues, achieving significant change to improve the lives of young carers and young adult carers.
- To manage a portfolio of projects and programmes relating to young carers and young adult carers ensuring significant change to improve their lives.
- Provide a leadership role and co-ordinating centre for the voluntary sector on young carers' and young adult carers' issues through coalitions and positive partnership working with relevant organisations.
- To ensure that learning on what helps and supports young carers and young adult carers is spread across the Carers Trust Network and engages key national influencers

Duties to include

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Programme Management

1. The post holder will manage a portfolio of projects including Young Carers in Schools and My Mental Health, specifically:
 - Line management of relevant project staff ensuring deadlines and targets are met
 - Budget management
 - Relationship management with stakeholders and partners
 - Relationship management with funders including timely production of monitoring information
 - Oversight of impact evaluations

Carer involvement and team work

2. Develop and support the direct involvement of young carers and young adult carers in current and future programmes and projects, ensuring appropriate safeguarding processes are in place
3. Lead project teams and enhance expertise about young carers and young adult carers within the organisation so this can be used to increase impact externally

Supporting the Network

4. To support Carers Trust Network Partner organisations who are participating in programmes and projects on young carers and young adult carers and to use the learning to support the development of key policy lines and to influence key stakeholders
5. To engage with Network Partners not currently undertaking work with young carers and young adult carers and encourage them to take part in Carer's Trust funded projects or programmes
6. To work with the Head of Network Support and the Network Managers to ensure that learning from programmes and projects relating to young carers and young adult carers are communicated widely across the network through the production of briefings and good practice guides

Policy

7. To work with the Head of Policy to develop and deliver influencing strategies for programmes and projects relating to young carers and young adult carers and supporting the development of policy briefings and other outward facing activity

Programmes, Learning and Innovation

8. To work with the Head of Programmes, Learning and Innovation to conceive and design large scale programmes to support young carers and young adult carers that can be delivered within

the Network and ensuring that all projects and programmes are able to demonstrate both positive outcomes and impact

Fundraising and Communications

The post holders will work with the fundraising directorate and communications teams to:

9. To plan, cost and write bids for new work which focuses on action research and service development, and leading Carers Trust's involvement in major externally funded projects focusing on young carers and young adult carers.
10. Act as media spokesperson for the Trust on young carers', young adult carers and other relevant issues as agreed

Management

The post holders will ensure effective management of the function and resources of their team, including:

11. Developing objectives and work plans for the young carers and young adult carers programme and project staff, monitoring progress and taking corrective action where appropriate

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work always within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied always.
- To undertake any other duties that may be considered commensurate with the level of the post.

Person specification

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working as a senior manager within an equivalent organisation • Experience of managing programmes and projects • Experience of effectively involving service users and/or carers in the planning, implementation and evaluation of an organisation's work. • Experience of working within or closely with voluntary sector organisations; and with health, care or education providers. • Experience of recruiting and managing staff and volunteers managing performance to deliver outcomes 	<ul style="list-style-type: none"> • Experience of working with young carers and/or young adult carers and their families and an in depth understanding of the issues they face. • Experience of provision of high quality services and undertaking service development and improvement including use of relevant assessment or development tools.
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to think strategically, analyse needs, set objectives and develop and implement a strategy to meet these. • Highly developed communication skills including ability to speak engagingly in public to a range of audiences including young carers, professionals, media, and decision makers; and ability to write and produce guidance and policy documents, reports, articles and training materials that are engaging, clear and practical. • Well developed negotiation, influencing and interpersonal skills including ability to quickly build personal credibility, positive relationships and impact with national decision makers and local partners. • Ability to show leadership internally and externally. • Ability to build a team, as well as work well as a member of a team. • Ability to work flexibly and independently. • Ability to prioritise competing demands and to organise own workload. • Ability to prepare and manage budgets • IT skills (Microsoft office) and the ability to be administratively self sufficient 	<ul style="list-style-type: none"> • Research skills, including an understanding of qualitative and quantitative methodologies and the ethics of involving children and vulnerable adults in research.
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of legislation, policy and good practice in relation to young people, disability, and carers. • Understanding of local voluntary sector service provision and the challenges these organisations face. 	

Other

- Commitment to the empowerment of young carers, young adult carers, and their families.
- Employment is subject to an enhanced CRB check before appointment and subsequently at least every two years.

September 2012