



Job description

Job Title:	Young Carers Education Equality Manager
Reports to:	Head of Young and Young Adult Carers
Location:	Loman Street, London, SE1 0EH;
Hours:	35 hours per week, part time/job share applications will be considered
Contract:	Fixed term to 31 March 2021
Annual leave:	26 days pro rata plus bank holidays and office closure days (annual leave would be on a pro rata basis based on start date)
Salary:	£35,183 per annum, pro rata plus London Weighting
Pension:	After probationary period matched employer contribution up to maximum of 5% of salary

Main aims of the post

- To lead a large scale education programme to improve and increase the identification and support available to young and young adult carers in schools, colleges and universities across England.
- To influence, engage and empower education providers to adopt and embed new ways of working that improve outcomes for young and young adult carers.
- To lead and inspire involvement in a young and young adult carer ambassador programme, working in partnership with Carers Trust Network Partners
- To plan and deliver engaging and well-attended events for parliamentarians, local authorities, young carers services and other education, health and social care providers to build awareness, confidence and skills in supporting young carers in schools
- To support Carers Trust policy, public affairs and strategic influencing work to improve recognition and support for young and young adult carers in education.

Scope and accountability

The post holder will:

- Lead the Young Carers in Education Programme

- Provide guidance to colleagues across England and Scotland, Northern Ireland and Wales.
- Manage other posts that may come on board to support programme delivery.

Duties to include

Project management and development

The post holder will drive forward change in recognition and support for young carers and young adult carers in the education sector by:

1. Managing the implementation of the Young Carers in Education programme, ensuring that activities meet the intended outcomes, in line with Carers Trust's corporate strategy and funders' requirements.
2. Scoping and reviewing existing good practice and resources and consulting with key stakeholders to develop resources for education providers to improve identification and support for young and young adult carers and their families.
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4. Produce a termly e-newsletter about the programme
5. Ensure delivery of the agreed outputs and outcomes of the programme, including monitoring activity for funders and providing monitoring reports.

Capacity Building

10. Leading and facilitating relationships with professionals and organisations which are ideally placed to deliver the Young Carers in Education Programme by:
 - Implementing the Adult Ambassador and Young Carer Ambassador programmes
 - Drive forward a change agenda using tools developed to shape new practice in education settings across the country.
 - Actively engaging, influencing and supporting education organisations, local decision makers and potential providers to raise their awareness of carers issues and build their ability to identify and reach out to carers via training, advice and sharing resources and best practice examples.
 - Work with a range of other organisations which have a local presence such as voluntary and statutory services and the private sector to increase the reach of the programme and young carer awareness
11. Deliver training, conferences and events to promote cross sector networks to build localised practice and
 - Build sector confidence and capability in the identification and support of young carers in education through learning, training and networking events.
 - Provide professional peer support across agencies and organisations
 - Share expertise and widen good practice
 - Disseminate learning and evidence with cross sector colleagues and showcase findings.
 - In conjunction with the Policy team, deliver influencing events to share learning and evidence the outcomes of the project.

Policy shaping and input

14. Assessing the need for education policy change affecting young carers and developing and using evidence to influence policy makers, in conjunction with the Policy Team
15. Respond or feed into consultations and calls for evidence as they relate to education policy affecting young carers, incorporating the views of young and young adult carers and local carers' organisations, in conjunction with the Policy Team.
16. Assessing developments in education policy, and the implications of these for young and young adult carers and carers services including Carers Trust Network Partner organisations.
17. Producing or contributing towards policy reports, briefings and articles for external use outlining and evidencing the need for change and potential solutions.
18. Advising Carers Trust staff and networks on policy developments and opportunities for influence through bulletins, briefings, articles, and speaking opportunities.

Young Carer Involvement

19. Engage and involve young and young adult carers in the planning, development and evaluation of this project.
20. Engage and involve young and young adult carers as contributors, experts, trainers and influencers in the delivery of this project.

External representation

21. Represent Carers Trust as agreed on Government, voluntary sector and other steering groups and committees, using these to pursue change which improves the lives of carers.
22. Manage the relationship with external partners in order to achieve the agreed outcomes of the programme and ensure Carers Trust is appropriately represented externally.

Other

18. Manage and deliver project outcomes to deadline and within agreed budgets, and liaise with funders and other funded projects.
19. Undertake own administration and maintain own records and information systems

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.

As TRUSTED Carers Trust staff, we are:

- Team Workers – supporting each other toward a common goal.
 - Responsive – putting ourselves in others' shoes and responding to their needs.
 - United – working as one organisation meeting challenges together.
 - Supportive – enabling one another to do a great job.
 - Transparent – being honest and open with one another.
 - Enterprising – being bold, pro-active and evolving.
 - Diverse – understanding and celebrating the different things we each bring to Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular 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 at all times.
 - To undertake any other duties that may be considered commensurate with the level of the post.

Person specification

Essential	Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> • Extensive knowledge of the education system, education policy and the challenges faced by schools. • Extensive knowledge of the challenges faced by carers and their families and a willingness to acquire in depth knowledge of carers' rights and entitlements. • Knowledge of project/programme management principles and practice 	<ul style="list-style-type: none"> • Knowledge of the issues facing voluntary sector service providers and how they are affected by changes in education, health and care policy and the external environment. • Knowledge of the challenges faced by colleges and universities <ul style="list-style-type: none"> • Prince 2 Practitioner
<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing a large scale programme • Experience of fostering collaborative relationship and influencing stakeholders to adopt and embed new ways of working • Experience of organising complex high profile events • Experience of supporting people who use services, or of small third sector organisations, and of involving seldom heard groups, to be involved in influencing and campaigning. • Experience of working with young people. • Experience of representing and speaking on behalf of a large organisation. 	

Skills and abilities

- Ability to work collaboratively and quickly build personal credibility, influence and foster good relationships with colleagues, key stakeholders and decision makers
- Ability to plan and manage a complex and diverse set of activities
- Ability to engage and involve young people in the development and delivery of projects
- Ability to speak engagingly in public to a range of technical and non-technical audiences
- Ability to analyse complex technical information in order to produce written material which is engaging, concise and clear
- Ability to prioritise competing demands, meet deadlines, and to organise own workload.
- IT skills – including MS Word, MS PowerPoint and MS Excel and the internet and social media for campaigning purposes
- Good written and verbal communication skills
- Basic budgeting and financial skills
- Project planning skills

Other

This post has a remit to work across England and will involve regular travel and stays away from home, therefore the post holder must be able to travel in a time and cost effective manner.

July 2018

