



CARERS LEEDS JOB SPECIFICATION

Job Title:	Working Carers Coordinator and Support Worker
Salary:	NJC scale point 29 (Actual salary £18,536)
Hours:	25 hours per week
Contract:	Temporary contract - 1 year
Annual Holidays:	25 days plus bank holidays (pro rata)
Location:	6-8 The Headrow and external venues across Leeds in an outreach capacity.

Purpose of the post:

- To provide practical advice and support to working carers in Leeds through their employers.
- To support the Working Carers Service within Carers Leeds
- To provide a primary contact at Carers Leeds for our Leeds based employer partners

Main Responsibilities

1. To provide support for working carers in their workplaces, helping them resolve issues and problems and giving them time to talk about their experience of caring and the challenges it presents.
2. To provide information and advice on a range of relevant subjects, including help with benefits, access to assessments and social care with a view to supporting a sustainable working caring situation.
3. To provide group awareness training for managers and employees within partner employers.
4. To manage the working carer support service within the employee's workplace, through liaison with the organisation, managing appointments and timetables.
5. To support the working carers service at Carers Leeds.
6. To support the relationship between the partner employers and Carers Leeds.
7. To maintain internal and external communication streams on the working carers service.
8. To represent Carers Leeds with external stakeholders and at external events.

Person Specification

Knowledge, understanding and experience	
<ol style="list-style-type: none"> 1. At least 2 years experience of delivering carers information and advice 2. An strong understanding of carers matters, support and advice which is available 3. Experience of supporting working carers 4. Experience of working with a range of different organisations 5. Understanding of the ethos of both public and private sector employers 6. Experience of presenting to groups of people 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills and competences <ol style="list-style-type: none"> 1. Excellent verbal, listening and written communication skills 2. Experience of record keeping on a database and implementing outcome monitoring systems 3. Ability to communicate effectively with a range of external stakeholders from a wide range of employers 4. Ability to work with minimal supervision 5. Ability to chair meetings and prepare agendas and minutes 6. Ability to create and present training and workshops 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Personal Attributes <ol style="list-style-type: none"> 1. Self-motivated with ability to use own initiative 2. Reliable and accurate 3. A willingness to work as a team, or individually 4. Willing to work flexible hours 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>