



West Yorkshire Carer Breaks Project Coordinator (Job Ref PR132)

Hours: 35 hours per week
Salary: SCP20 £31,586 to SCP21 £32,115
Contract: Fixed term for 2 years
Location: Carers Leeds offices in Leeds
Closing date: 21 April 2025
Interview date: 1 May 2025

Background

The West Yorkshire Carer Breaks (WYCB) project is a new initiative (based on the Respite model in Scotland). The project will source free, high-quality breaks for unpaid carers, from hospitality, tourism, culture and leisure businesses across the region. Local carers organisations and other delivery partners will then match these breaks to unpaid carers.

The Role

This role will work with the WYCB Manager to help plan, set up and deliver this project, providing admin, marketing and communications support. They will act as the main contact for local carers organisations and delivery partners.

The key responsibilities of the role include:

- maintaining and updating the WYCB digital platform with carer break opportunities and other relevant information;
- collaborating with the WYCB Manager to source and manage carer break donations from hospitality, tourism, culture and leisure businesses across West Yorkshire;
- marketing and communications activity to promote the WYCB project to key stakeholders;
- ensuring that local carers organisations have what they need to participate fully in the WYCB project, including communications and practical assistance

The postholder will need to have excellent admin and IT skills and a strong interest or experience of marketing and communications. They must have great interpersonal skills, be good at building relationships with others and confident working with different stakeholders.

This post is subject to a satisfactory a DBS check.

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexible working
- Hybrid working (part home/part office based)
- Employee Assistance Programme
- Health and Wellbeing activities

To apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. Please, no agencies or CVs