

## **JOB SPECIFICATION**

(Post Ref: PR112)

<b>Job Title:</b>	<b>Carers Connecting project worker</b>
<b>Line Manager:</b>	<b>Team Leader (Carer Engagement)</b>
<b>Salary Scale:</b>	<b>SCP12 £22,571 (Actual £9,028)</b>
<b>Location:</b>	<b>Leeds – office and community based</b>
<b>Hours:</b>	<b>14 per week over 2 days (fixed term to 31<sup>st</sup> May 2023)</b>

### **Main responsibilities and duties:**

- Make and maintain links with the Neighbourhood Networks in Leeds.
- Ensure the project plan and monitoring requirements are followed.
- Ensure carer case files are maintained using our Charitylog database.
- Research suitable venues and transport methods, taking accessibility into account.
- Organise and facilitate regular social outings via minibus or public transport, ensuring that barriers to attending are addressed.
- Work with carers to help them to establish meaningful and lasting connections during the outings.
- Work with the project lead to review and evaluate the project activities using test and learn methods.
- Work alongside volunteers to ensure that the project can run at full capacity and that carers are supported to feel included and involved.
- Promote the project both internally and externally.

### **Core Values & Behaviours:**

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

These values and Behaviours are continually reinforced from induction through supervision and team meetings.

- **Integrity** – we are honest, fair and speak up
- **Accountability** – we do what we say we will and take responsibility for our actions
- **Inclusion** – we value differences and take action to reduce exclusion
- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation
- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

**Respect for service user Confidentiality**

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role

This post is subject to a satisfactory DBS check

### Person Specification

*Applicants for this role should use your application form to show that you meet all of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this, or are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for this post.*

	<b>Knowledge and Understanding</b>	<b>Essential/ Desirable</b>	<b>How identified Application / Interview</b>
1.	An understanding of the barriers impacting older people, with a particular focus on unpaid carers.	E	A/I
2.	An understanding of isolation and loneliness and the causes	E	A/I
3.	An understanding of the barriers to accessing public transport	E	A/I
4.	Knowledge of support for older people in Leeds	D	A
	An understanding of how to connect people in a meaningful way	E	I
5.	Understanding of the added value of volunteers	E	A/I
	<b>Skills and Competency</b>		
6.	Ability to confidently use IT systems such as Office 365 to record information	E	A/I
	Ability to work confidently in group situations	E	I
7.	Ability to work in partnership with other organisations, whilst maintaining carer confidentiality	E	A
8.	Ability to confidently use the internet to search for suitable places to visit etc.	E	A/I
9.	Ability to step back and evaluate the success of a project / activity	D	A
	<b>Behaviour and Personal Attributes</b>		
10	Can demonstrate the behaviours which align to Leeds Carers values	E	A/I
	Ability to manage own time and workload	E	I

*If you have any questions regarding the role then please contact Nikki Pattinson (Recruiting Manager)  
Nikki.pattinson@carersleeds.org.uk*