

Job Description: Young Carers Education and Training Worker

Company	Berkshire Youth	Department	Wokingham Young Carers
Reference	27/07/2023 YCETW	Salary	£11,917.46 Pro Rata 18 hours per week <i>Fixed Term contract 31/03/2025</i>
Title	Young Carers Education and Training Worker	Location	Reading and Wokingham
Direct Reports	N/A	Indirect Reports	N/A

Job Purpose

In the ever-changing environment of youth work, it is vital that within Berkshire we have both, safe spaces for young people to develop positive and trusting relationships and opportunities for them to develop their talents, skills and aspirations.

Berkshire Youth have supported youth organisations and have delivered a variety of youth services throughout Berkshire for over 80 years. This role will expand on the existing work of Berkshire Youth and will directly deliver a Young Carers Service across the Wokingham borough.

“Young carers are children and young people (up to the age of 18) whose life is affected by looking after someone with a disability or long-term illness. The person they care for may be a parent, a sibling, another family member or a friend, but need not necessarily live in the same house as them. The care that young carers give may be practical, physical and/or emotional,”

The terms ‘disability’ and ‘long-term illness’ do not just mean a physical disability or illness, but also cover, for example, mental illness, learning disability, substance misuse, frailty and old age.

Job Role

Working closely with the Young Carers Service Manager and the wider Berkshire Youth Team, you will support the development and delivery of our Young Carers Service in the Wokingham Borough. You will become the main point of contact for all schools / colleges within the Wokingham Borough, ensuring that promotion of our service offer is promoted within the education setting.

You will work to identify which Schools / Colleges require further support to enable a robust young carers offer within the education setting. You will provide training to those identified and provide training to our wider partners on the issues and challenges affecting young carers. You will provide training which will provide tools and tips for supporting those affected.

You will collate a range of data, information and imagery that creates evidence of your work and the impact it is making not only to young people but also to the wider community.

There is scope for you to be creative in this role and make a significant difference to the young people you work with. This is a very exciting and varied role and as such, a flexible approach to work including willingness to take on tasks outside of the normal remit and to work irregular hours, is essential in this role.

As an employee of Berkshire Youth, you will enjoy a wide and varied portfolio of work allowing you to build on your current skills and expertise for which suitable training and support will be provided.

Main Duties

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- To promote the Wokingham Young Carers service within the educational settings
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- Co ordinate the delivery of effective and engaging training.
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- Deliver 1-2-1 support in schools, for those young carers identified as requiring further support
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- Provide home visits, for those young carers identified as requiring further support
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- Direct youth work to encourage young people to develop their self awareness and individual growth, supporting the Activities Coordinator with respite and trips
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- Attend relevant training to keep up with the best youth work practice
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- Collect and record data for funding returns
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- Accurately record confidential data on the Views database
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- Respond appropriately to disclosures or concerns which relate to the well-being of a child
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- Support the wider team with attending relevant meetings relating to the wellbeing of the young people as and when required
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- Ensure a positive working environment and contribute to the general running of the organisation
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- Effectively monitor, report and evaluate all aspects of work
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- Monitor and work within budget
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- A commitment to participation of young people and equality of opportunity
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- Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults
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- Work within guidelines of Berkshire Youth policies and procedures
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- Carry out any other Berkshire Youth duties as required including:
 - Attend, where appropriate, local and national meetings
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- Maintain a good knowledge of National and local initiatives which are of benefit to the organisation, young people, volunteers and their youth clubs.
- Develop good relationships with partners, unitary authorities and local organisations
- Contribute to the development and delivery of communication strategies that encourage participation
- Berkshire Youth expects members of its staff and volunteers to bring a wide variety of experience from their own lives to the job. We want people to be friendly, open and relaxed in the way that they work and in their working relationships with people.
- Ensure the relationships staffs develop with service users are of a professional nature: the development of personal/social relationships with service users is not permitted.
- To be mobile within Berkshire (specifically Wokingham) area and be willing to work with some flexibility to most appropriately meet identified needs.
- To be aware of the Health and Safety at Work Act and other legislation as appropriate including the Equality Act 2010 with particular reference to the protected characteristics

Person Specification

<i>Key Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications and Training	<ul style="list-style-type: none"> ● Youth Work Qualification Level 3 or above, or working towards this ● Safeguarding Training ● Experience of working with young people and in particular Young Carers ● Experience or working in a school environment ● Experience of delivering training on different subjects relating to youth work 	<ul style="list-style-type: none"> ● At least 3 years experience working with young people ● Working towards a Youth Work Qualification Level 2 or above ● First Aid Training ● Understanding of Young Carers needs and barriers ● Full clean UK Driving License and to have access to a car
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> ● Experience of staff development ● Track record of grant applications ● Experience of networking and partnerships ● Experience of working within policies and procedures ● Ability to initiate, plan, monitor and evaluate work with young people ● Highly organised and able to manage own workload ● Excellent communication and interpersonal skills across all age groups ● Knowledge and understanding of the range of issues relevant to and affecting young people ● An ability to positively motivate those around them 	<ul style="list-style-type: none"> ● Understanding of financial control ● Understanding of staff development

	<ul style="list-style-type: none"> • Ability to work effectively in a team • Ability to determine priorities and targets and to achieve them including when working under pressure • Confident user of IT, including Microsoft Office, Google and CRM systems 	
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<p>Other Work Requirements</p>	<ul style="list-style-type: none"> • Passion and enthusiasm for supporting young people with their personal development • Committed to treating people equally, respecting differences and challenging prejudice and discrimination • A positive, enthusiastic and ‘can do’ approach to work • A flexible approach to work including willingness to take on tasks outside of normal remit and to work irregular hours • Committed to your own learning and development • To work flexible hours including regular evenings and weekends 	
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This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory References and probation period

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Staff need to hold or be willing to work towards a Level 3 JNC Youth Work qualification. We currently offer this as an apprenticeship for those looking to undertake training.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-support-worker-v1-0>