

Enfield Carers Centre

Job Description & Person Specification

Job title: Young Carers Schools Liaison Officer

Contract length: 3.5 years initially

Hours: 35 per week including some evening and weekend work

Responsible to: Young Carers Manager/Operational Director

Salary: £27,300 PA

Job Summary: Working in schools and the community in the London Borough of Enfield, raising awareness, identifying, and supporting Young Carers aged 5–18.

Key Tasks

1. Raise awareness of the existence and needs of Young Carers (YCs) aged 5–18 within education, health and social care, voluntary, and other agencies.
2. Provide support to access education, respite and training.
3. Offer respite breaks and activities to enable YCs to access a break from their caring role.
4. Encourage and support YCs to think about their future life choices.
5. Encourage and work with YCs to emphasise the positive aspects of the caring role.
6. Use a whole family approach to signpost to relevant support services and help to alleviate inappropriate levels of care.
7. Use volunteers to support the project including the recruitment of young adult peer mentors and qualified tutors.
8. Assess YCs using a holistic assessment tool to establish baseline data on each individual when entering the service.
9. Use an established outcomes tool to monitor the impact of the project on individuals and outcomes achieved.
10. Organise, run and attend regular YC respite activities and outings.
11. Identify those YCs most in need and implement appropriate support.
12. Deliver YC awareness training sessions to schools and colleges across the borough, including assemblies to students.

13. Work in local schools and colleges to raise awareness of the needs of YCs, and ensure a clear referral pathway is provided.
14. Work with local schools and colleges to embed YC-friendly policies and procedures.
15. Monitor and evaluate the project accordingly and produce regular reports when required.
16. Complete all admin as required by the project.
17. Take on a small caseload of 12-week intervention work and manage and record as required by project plan.
18. Co-ordinate the weekly homework club and free tuition scheme.

General Requirements

1. To keep up to date with all relevant legislation relating to YCs and their families.
2. To conform to all policies and procedures laid down by Enfield Carers Centre.
3. To attend local or regional training identified as appropriate and agreed by the line manager.
4. To undertake any other task or duties which are commensurate with the post as required by the line manager.

Our Commitment to Safeguarding

Enfield Carers Centre aims to protect children/young people and adults who receive Enfield Carers Centre's services from harm. This includes the children of adults who use our services.

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child and adult protection. This policy applies to anyone working on behalf of Enfield Carers Centre including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and work experience students.

Privacy Statement

If you would like more information about how your information is used, how we maintain the security of your information and your rights to access information that we hold on you, please ask for a copy of our full privacy notice or contact:

*The DPO
Enfield Carers Centre
137–143 Baker St, Enfield, EN3 3JL*

**SCHOOL LIAISON OFFICER
PERSON SPECIFICATION**

		ESSENTIAL	DESIRABLE
1	EXPERIENCE		
1.1	Working with children and young people	X	
1.2	Working in a health and social care, charity, or education setting	X	
1.3	Providing advice, support and information to vulnerable young people		X
1.4	Organising and running events and activities for children and young people		X
1.5	Working with and overseeing volunteers		X
1.6	Evaluating and monitoring systems and making recommendations		X
1.7	Delivering presentations, talks and lessons to large groups of children and adults	X	
1.8	Working for a multi-ethnic, multi-cultural community setting	X	
2	KNOWLEDGE		
2.1	Understanding and commitment to the needs of, and the challenges faced by, Young Carers	X	
2.2	Knowledge of the educational challenges faced by Young Carers		X
2.3	Understanding of the importance of safeguarding and relevant protocols and procedures	X	
2.4	Some understanding of school/college educational protocols and structure		X
2.5	Knowledge of Young Carers legislation and policy framework		X
2.6	Understanding and commitment to equal opportunities and an awareness of issues affecting social and health care provision in a multi-cultural context		X
3	SKILLS		
3.1	Ability to liaise with and communicate, both orally and in written form, with families, professionals and colleagues at all levels	X	
3.2	Ability to deal tactfully, sensitively, and empathetically with all enquiries	X	
3.3	Ability to work on own initiative and manage a varied workload within agreed time scales	X	
3.4	Ability to prepare feedback/evaluation reports	X	
3.5	Computer literate – familiar with MS Word, database systems, use of internet and e-mail systems	X	