**Carer Engagement Worker: Education**

**Role Description**

**Position:** Carer Engagement Worker: Education

**Salary:** £25,226 (pro rata £12,272)

**Hours:** 18

**Reports To:** Nottinghamshire Service Lead

**Direct Reports:** No line management responsibilities

**Area:** Nottingham City and Nottinghamshire County

**Base:** Home with monthly attendance at DCA offices: 3 Park Road, Ripley, Derbyshire, DE5 3EF.

**Contract Length: Permanent**

**Overall Objective:** To engage with education providers across Nottingham City and County, raising awareness of young carers and how education providers can support them effectively. Provide training and awareness raising activities including school assemblies, staff training and leading networks.

**Main Responsibilities:**

Design and deliver training and support to education providers across the City and County. To proactively make contacts and connections with education providers, promoting the awareness of Young Carers and the Carer Friendly Schools quality mark.

**Main Tasks**

1. Work proactively to engage schools across Nottingham City and County
2. To provide networking opportunities for groups of professionals as appropriate within a flexible working arrangement. Working outside of office hours as needed.
3. To form close links and partnership working relationships with educational leads within schools for the benefit of Young Carers and their families.
4. To provide presentations and training relating to awareness of Young Carers and their needs, as appropriate to staff teams.
5. To maintain records, collect statistical data, provide reports and store and share information in accordance with requirements of the post, Nottinghamshire Carers policies and protocols and the Data Protection Act.
6. To participate in team meetings, team building, training activities and appraisal to enhance personal and professional development.
7. To prepare for and participate in regular supervision meetings and seek additional supervision, as appropriate.
8. To work to Action Plans with timescales and monitoring systems, as identified by Service Managers.
9. To undertake other reasonable duties associated to the role. In addition to your normal duties, due to the fact that DCA is a small organisation, you will be required to undertake other duties from time to time as the Charity may reasonably require.

Job descriptions may be reviewed from time to time to take into account the changing circumstances and developments of the Charity, following discussion with the post holder

**School Liaison Worker**

 **Person Specification:**

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| **Attributes** | **E/D** |
| **General** | * An overall understanding of educational systems and the responsibilities of young carer
 | E |
| **Qualifications and Training**  | * A range of GCSEs A\* to G or equivalent
 | E |
| **Experience** | * Experience in education, youth work or social care
* Experience delivering training workshops and presentations
 | EE |
| **Knowledge, skills and abilities** | * Communication skills, adaptable to a range of audiences
* Time management skills
* The ability to work independently
* Effective time management
* Organisation skills
* Reflective practice
* Confident delivery of training workshops and presentations
* Insight and understanding of the issues faced by Young Carers
 | ED |
| **Personal Qualities** | * A helpful and friendly approach
* Ability to demonstrate empathy and compassion
* A caring nature
* Ability to work as part of a team
* Willingness to support others
* Dedicated and committed
 | E |

**Additional requirements:**

**Safeguarding**

DCA is committed to the safeguarding and protection of young people, vulnerable adults and children. Employment will be subject to the receipt of two satisfactory professional references, and [an enhanced DBS certificate]

**Driving License**

A full driving license with a vehicle insured for business use (minimum of 4 seats) is required to undertake the role.