



Young Carers Coordinator

PERSON SPECIFICATION

Criteria	Standard	Essential/ Desirable	Measured by:
Qualifications	Degree or equivalent in Social Work, Health, Community Education	E	<i>Application Form</i>
Knowledge and Experience	Proven experience of line managing a small team	E	<i>Application Form</i>
	Proven experience of working within a community development context	E	<i>Application Form / References</i>
	A good understanding of the particular needs and difficulties faced by young carers	E	<i>Interview</i>
	Ability to use IT, including Office Outlook, Word, Excel and CRM databases	E	<i>Application Form / Reference</i>
	Knowledge of working with and supporting volunteering	D	<i>Application Form / Interview</i>
	Knowledge of relevant community care, carers and children's legislation	D	<i>Interview</i>
	Knowledge and understanding of the range of Health, Local Authority and Third Sector services relevant to young carers and their families	E	<i>Interview</i>
	Experience of planning and organising group activities	E	<i>Application / Interview</i>
	Experience of working in a professional role with children and young people of school age	E	<i>Application</i>



Skills	Excellent communication skills – listening, written and verbal	E	<i>Application / Interview</i>
	Good organisational and time management skills	E	<i>Interview / References</i>
	Ability to be self-motivated and work independently	E	<i>Application / Interview</i>
	Excellent listening, verbal and written skills and the ability to write reports	E	<i>Application / Interview</i>
	Ability to make presentations to groups and liaise with other statutory and voluntary organisations at all levels	E	<i>Application / Interview</i>
	Ability to work effectively with children and young people, both individually and in groups, and to organise appropriate and enjoyable activities for them	E	<i>Application / Interview</i>
Personal Attributes	Excellent interpersonal skills	E	<i>Interview / References</i>
	Warm, friendly and supportive approach	E	<i>Interview / References</i>
	Ability to work as a part of a team as well as on own initiative	E	<i>Interview / References</i>
	Work flexible hours where necessary including evenings and weekends occasionally accompany young carers on residential activities	E	<i>Interview</i>
	Clean driving licence and use of a car	E	<i>Application</i>