



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Carers Development Worker
Reporting to:	Wellbeing Prescribing Manager / Head of Operations
Salary:	£24,214 - £30,112 (pro-rata)
Working Hours:	28 hours per week (part-time)

Benefits

Holiday Entitlement:	25 days (pro-rata)
Pension Contribution:	5% pension contribution per annum

About Us:

Slough CVS is a small charity supporting the voluntary and community sector in Slough. We are passionate about helping the voluntary sector to work more effectively in the local community and in taking an holistic approach to supporting and improving the health and wellbeing of residents across all of our projects. We are looking for an enthusiastic and confident individual to join our friendly team as a Carers Development Worker.

Purpose of Role:

The Carers Development Worker, working alongside the Wellbeing Prescribing Manager, will be responsible for delivering key aspects of the Slough Carers Support Service provided by Slough CVS. The role will continue to develop existing services to improve resilience and help carers across Slough sustain their caring role.

MAIN DUTIES AND RESPONSIBILITIES

1. Principle Duties:

1.1 Work alongside the Wellbeing Prescribing Manager to ensure the delivery of the Slough Carers Support Service, taking the lead on specific areas of work in line with the carers development work plan.

1.2 Contribute to the strategic planning of services for carers across Slough, by identifying and responding to

opportunities to facilitate effective partnership working.

1.3 Strengthen partnerships in the statutory, voluntary and community sectors that will lead to more diverse, integrated and inclusive services for carers.

1.4 Develop services for carers in the community particularly where there are gaps in provision or areas where there are identified developmental needs.

1.5 Ensure, in conjunction with the Wellbeing Prescribing Manager, the quality of current and new services by conducting regular reviews, monitoring and evaluating services.

1.6 Liaise effectively with external partners and agencies around developing and promoting the service.

1.7 Involve carers in identifying services that meet their needs and in the effective shaping and development of these services.

1.8 Take responsibility for coordinating events and activities, including Carers Week, carers forums, and training sessions for carers.

1.9 Work with the Wellbeing Prescribing Manager to raise awareness of the issues facing carers in the workplace and to promote services for working carers.

2. Monitoring, Reporting and Evaluation

2.1 Take responsibility for meeting targets and deadlines in line with service level agreement KPIs.

2.2 Produce and submit service reports in the agreed format and in accordance with agreed timetables.

3. Relationships and Networking

3.1 Develop and maintain effective working relationships with key strategic partnerships and community based service providers including GP Surgery and CCG staff, Local Authority staff, and VCS organisations.

3.2 Develop, maintain, and build knowledge of services across the statutory, voluntary and community sectors, especially in relation to health and social care.

3.3 Take responsibility for identifying networking opportunities and using these opportunities to promote the Slough Carers Support Service.

4. Training and Development

4.1 Attend regular supervision meetings with the Wellbeing Prescribing Manager / Head of Operations.

4.2 Attend any relevant training identified by the Wellbeing Prescribing Manager / Head of Operations to extend and update knowledge.

5. Other Responsibilities

5.1 Represent Slough Carers Support Service on behalf of the Wellbeing Prescribing Manager as required.

5.2 Adhere to Slough CVS's policies and procedures at all times including Equal Opportunities, Health and Safety, Lone Working, Confidentiality, Data Protection and Safeguarding protocols.

PERSON SPECIFICATION

Skills, knowledge and experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following areas:

Experience	Essential (E), Desirable (D), Application (A), Interview (I)
Educated to degree level or equivalent.	E, A
Experience of delivering services within a range of settings to service users and professionals alike.	E, A, I
Experience of networking and forming positive and productive relationships with a range of people from different professional and personal backgrounds.	E, A
Experience of delivering outputs and outcomes of projects.	E, A/I
Numerate with experience of gathering and keeping accurate data to evidence outputs and outcomes.	E, A/I
Good customer service experience, ability to resolve problems and deal with queries in a proactive manner.	E, A/I
Experience of partnership working.	E, A/I
Skills	
Excellent co-ordination and organisational skills, including ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines.	E, A, I
Excellent communication, interpersonal, written and presentation skills, including experience of communicating with a variety of audiences.	E, I
Ability to work unsupervised and make decisions with an ever-changing workload.	E, I
High computer literacy, including knowledge of Microsoft office (Word, Excel, Outlook and PowerPoint)	E, A
Promote diversity	E, A
An understanding of the concept of unpaid carers	E, I
Strong motivational skills and the ability to innovate and inspire	D, A
General	
To work flexibly to meet the needs of Slough CVS, including some occasional evening or weekend work	E, A

