



JOIN OUR TEAM

Young Carers Co-ordinator

About Us

Bromley Mencap is an independent, award-winning charity working with and on behalf of disabled people, their families and carers, based in the London Borough of Bromley.

We were set up as a learning disability organisation in 1951 by a group of parents with children who had learning disabilities. We started to campaign at local level and later began to provide services. In 2010 we joined together with Bromley Scope and changed our objectives to become a pan-disability organisation and opened up our services to all disabled people and impairments.



In 2017, we became a partner of Bromley Third Sector Enterprise (BTSE). BTSE delivers Bromley Well, which provides a variety of joined-up services to support local people to stay both emotionally and physically well, avoid or delay the use of health and social care services and remain independent.

Bromley borough to improve and maintain their health and wellbeing.

Bromley Well services are delivered by Bromley Third Sector Enterprise (BTSE), a charity which brings together leading local voluntary sector organisations with many years of expertise to provide a range of services for local people:

- Age UK Bromley & Greenwich
- South East London Mind
- Bromley Mencap
- Citizens Advice Bromley.

You'll be joining a large, diverse and skilled workforce of both professionals and volunteers working to provide holistic health and wellbeing services to local residents. Bromley Well includes services which support: older people; young and adult carers; people with learning and physical disabilities; people with long-term health conditions and people with mental health issues. We also provide an Information Legal Advice and Guidance Service and support people to find volunteering roles, training and paid employment.

Our Vision

For disabled people to have improved life chances, independent living opportunities and not be discriminated against.

Our Mission

Providing services, support and information to disabled people, their families, dependants and carers leading to independent living opportunities / improved life chances and challenging discrimination through campaigning, lobbying and promoting user representation.





Our Values

At the heart of Bromley Mencap's work, our core values are:

- We respect each other, celebrate our diversity and are inclusive of everyone.
- We are innovative and try new things, seeking out opportunities to deliver better outcomes for disabled people and their families and carers
- We are a user-led organisation and actively involve our clients in our work and decision making, both in relation to the services they use and our future strategic direction
- We strive to provide high quality, individualised services, and activities, providing value for money outcomes
- We invest in our staff and volunteers, supporting them to develop their roles and capacity



Job Description

Job title:	Young Carers Co-ordinator
Hours of Work:	37.5 hrs per week
Salary:	£32,514 plus 3% pension
Location:	Flexible across the borough with a central Bromley office base
Contract:	Permanent
Responsible to:	Children's Services Manager
Closing date:	12pm, Monday 8th April
Interview date:	Wednesday 10th April/Thursday 11th April

The Service

Our award-winning service supports young carers aged 4-19 to manage their caring relationships while also enjoying their childhoods. The Service provides specialist emotional support through a range of mediums, opportunities for young carers to develop their own peer support systems and a programme of leisure activities offering a break from caring responsibilities.

The Job

To co-ordinate and deliver a holistic service of support to all young carers, including those isolated and hard to reach, by designing and offering a programme of outreach through schools and local organisations. To line manage the Young Carers Support Worker and volunteers.

Main duties and responsibilities

- Deliver the Young Carers Service and ensure it meets the changing needs of young carers.
- Line manage the Young Carers Support Worker.
- Promote the newly developed Young Carers App to enhance engagement and provide young carers with access to key information.
- Design a programme of sessions that are tailored for young carers, and help them with their caring responsibilities, i.e. first aid, or with their own wellbeing.

- Deliver a programme of leisure activities that young carers can enjoy, providing a break from their caring responsibilities.
- Ensure Young Carers receive appropriate emotional support making referrals for specialist support as required.
- Develop and deliver an outreach strategy to engage with schools and education professionals to identify hard to reach young carers
- Prepare young carers aged 15-19 for the transition to adulthood in line with the Care Act, offering information and signposting around careers guidance, further education, housing options and budgeting.
- Deliver peer support groups that are co-designed with service users
- Undertake transitional support plans for young carers aged 15-19 that outline their needs and outcomes for the future
- Hold a quarterly young carers forum
- Coordinate and publish a Young Carers newsletter every quarter that will be disseminated borough wide.
- Provide data for quarterly monitoring as required and ensure the database is maintained.

General

- Work within Bromley Mencap's Business Plan when considering the strategic direction of service provision
- Ensure that service delivery, development and training is underpinned by equal opportunities and anti-discriminatory practice
- Undertake necessary administrative tasks associated with the job, including own correspondence and reports
- Keep abreast of relevant changes in Young Carers services and relevant legislation both national and local. Maintain regular contact with other agencies in the field
- Prioritise own areas of work and meet agreed deadlines and targets
- Work flexibly within the broad remit of the post

Person Specification

Essential

- Experience of working with children and young people
- Experience of managing staff and/or volunteers
- Experience of designing and delivering information sessions to children and young people
- Experience of using all forms of interactive social media
- Excellent verbal and written communication skills
- Excellent listening skills
- Ability to work on own initiative and as part of a team
- Ability to travel independently throughout the borough, preferable by car
- Good IT skills

Desirable

- Experience of organising and delivering leisure events for groups of children or young people
- Experience of developing and designing newsletters or leaflets
- Understanding of relevant legislation, including the Care Act 2014 and Children and Families Act 2014
- Experience of running social media platforms
- Experience of working with a range of other services including schools, youth groups and other voluntary agencies
- An understanding of the process of developing support plans

All applications are subject to satisfactory references, a right to work check and an Enhanced Disclosure (DBS)

For further details, please contact Caroline Stone on 020 8466 0790.

How to apply

Please complete our application form that can be found on our website here:
<https://www.bromleymencap.org.uk/work-with-us/jobs-at-bromley-mencap/>

Guidance Notes

Please read these guidance notes in full before completing the application form.

Introduction

The application form is of central importance in the selection process as it is the only document we use, together with any information provided on a separate sheet, to decide whether or not to shortlist applicants for interview. It is essential therefore that you take time to read the questions and complete the form accurately and completely. Please note that this applies to both external and internal candidates.

Read the person specification, job description, advertisement and any supporting information carefully and relate your skills, knowledge, experience, personal qualities and qualifications of the duties of the post as fully as possible.

The person specification outlines the essential requirements applicants must meet in order to be selected for interview and subsequent appointment. It is of the utmost importance that in your application you address the essential and desirable criteria contained in the person specification providing evidence based on paid and/or voluntary work or other activities.

All candidates are required to complete the Bromley Mencap application form in full. Please note that CVs are not accepted.

Please complete all sections of the form clearly in black ink or typescript as the forms will be photocopied.

Guidance notes continued

Bromley Mencap has been awarded the DWP Disability Confident status, which recognises our commitment to good practice in the recruitment and employment of disabled people. We will interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on abilities.

If you have a disability and meet the criteria for this vacancy, please make sure to tick the box in Section 7 on the application form for an interview under the Disability Confident commitment

If you have any problems completing your application form, please contact 020 8466 0790 who will be happy to assist. We can also make arrangements on request to meet any reasonable adjustments you may have with regard to completing the form and/or attending for interview.

Employment History

Please ensure that you include all relevant experience that you have gained. This may include part-time work, voluntary and holiday work. Please start with your current or most recent job first.

Education

Starting with your secondary school/age 11 onwards you should include the names of all educational establishments where you have studied and list all the examinations taken along with the dates and the results. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be accepted as equivalents.

Additional qualifications/membership of professional bodies

Please list full details of any vocational qualifications you have attained e.g. National Vocational Qualifications, City and Guilds and any professional qualifications you have gained e.g. DSS, CIM, CIPD along with the dates taken and the results. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be accepted as equivalents.

Guidance notes continued

Training courses attended

Please list details of any training courses and workshops you have attended that have relevance to the position for which you are applying.

General experience

Please use this section to tell us how you meet the requirements set out in the person specification. If you believe you have the necessary experience, skills, qualities, knowledge and qualifications, make sure you tell us here. This experience may have been gained through paid or voluntary work, home or community activities etc.

Give specific examples of how you meet the criteria in the person specification. You may use up to two additional sheets of A4 if required and this must be attached to the application form with your name clearly shown at the top.

Please explain why you have applied for the post and provide details of any information that supports this.

References

Please provide details of two people who can act as referees on your behalf. These should usually be your present or last employer and your penultimate employer. If this is not possible, for example because you have recently left full-time education or have been unemployed for some time, you should provide the details of someone else who can comment on your suitability for the job. You should always state in what capacity they are known to you (e.g. employer for voluntary work, employer for vacation work, person of standing in the local community etc). References will be taken up before an offer of employment has been made.

Criminal Convictions

Bromley Mencap has a commitment to safeguarding and protecting children, young people and vulnerable adults. All applicants who are offered employment in eligible posts will be subjected to an Enhanced DBS check from the Disclosure & Barring Service before the appointment is confirmed. Applicants applying for roles eligible for a DBS check must provide details of any unspent convictions, cautions, reprimands or warnings received.

Guidance notes continued

Declaration

You must sign and date this form in order for your application to be considered.

Equality Monitoring Form

Please ensure that you also complete and return the equality monitoring form. We have followed agreed guidelines in the descriptions used for ethnic origin. However if you do not feel comfortable with any of these, please feel free to create your own description. The information on this form is not available to the selection panel and as soon as the information has been included anonymously on a global monitoring sheet for that vacancy, your individual form will be destroyed.

We look forward to receiving your completed application.

Please contact us should you have any further queries by emailing enquiries@bromleymencap.org or telephoning 020 8466 0790.

Good Luck!

