



A Network Partner of
CARERS TRUST

Benhill House, 1st Floor
12-14 Benhill Avenue
Sutton, Surrey, SM1 4DA
Tel: 020 8296 5611 |

Email: phoebe@suttoncarerscentre.org | Twitter: [@SuttonCarers](https://twitter.com/SuttonCarers)
Web: www.suttoncarerscentre.org | Facebook: [@SuttonCarersCentre](https://www.facebook.com/SuttonCarersCentre)

Adult Carers Support Services Manager
£38,887 per annum (pay award pending), full-time 35 hours per week,
plus excellent benefits

Did you know that there may be over 20,000 Sutton residents who care, unpaid, for a family member or friend who is sick or disabled due to a physical, mental health or substance misuse issue? Sutton Carers Centre works in partnership to help improve and maintain the quality of life for these Young and Adult Carers living, working, studying or caring in the London Borough of Sutton.

We are looking to recruit to a key and exciting role in our charity. The members of our Support Services team are highly skilled, passionate and committed, so we are looking for a leader who can both support and inspire them. The successful candidate will be skilled in leading a team as well as able to work as part of the team, hands-on if needed. They also will be personable, reflective, and tenacious, always striving to provide what best helps Carers, and the people they care for, to lead fulfilling lives.

As well as being a Line-manager, you will be part of the ‘Senior Leadership Team’ led by the CEO. To enable your professional wellbeing and development, you will have regular supervision, be supported by a Senior Manager as well as your peers and have access to external training and mentoring chosen by you.

The post-holder will have experience of overseeing, developing and evaluating services for Carers, or perhaps mental health, wellbeing, or similarly targeted information, advice or support services or projects. You must demonstrate experience working in partnership with health, social care and other voluntary sector organisations and have a good understanding of, and be flexible to, the needs of Carers as well as the organisation.

You also will have excellent IT, literacy and numeracy skills and be able to express yourself extremely well in writing, in one-to-one contacts and in groups. The successful candidate will be positive, empathic and creative in their ability to work alongside Carers, as well as our partners, in helping Carers maintain their own health and wellbeing alongside their caring roles.

Sutton Carers Centre is committed to safeguarding and promoting the welfare of adults and children and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS and other appropriate checks.





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We value the diversity of our teams and are looking for talented people from all backgrounds to join us. We particularly encourage people who are black, from minoritised ethnic or refugee groups, and colleagues from LGBTQ+ communities, to apply. Men are currently under-represented in our services, as well. We also seek applicants with personal caring experience as well as welcoming applications from people with lived experience of mental health issues.

Closing Date for applications: Friday 6th September 2024 at midday

Please note, we will be Interviewing in the order that we receive suitable applicants so please apply as soon as possible.

Interviews will include a written, IT test as well as a presentation/discussion, details of which will be provided in advance.

For more information or discuss any issues you may have with submission or interview dates, please contact Phoebe Tams, Centre Co-ordinator, on 020 8296 5611 or email phoebe@suttoncarerscentre.org.

To download an application pack, please visit our website

<https://www.suttoncarerscentre.org/work-with-us> or <https://www.charityjob.co.uk>

****Interviews to be held in person at Sutton Carers Centre, although some remote, online discussion may be required as well.***

