



Welcome!

I am delighted that you are interested in working for Oxfordshire's number one, young carers charity. BFYC is a unique young carer charity, we are independent and are the only charity within Oxfordshire that specifically supports young carers. The work we do has considerable impact on not only Oxfordshire's 12,000 young carers, but also local schools, families, other charities and social services. As our reputation continues to grow, so does our support and advocacy.

I hope you enjoy reading through the next couple of pages and that you consider applying for this role. Thank you again for your interest.

Sabiene North
CEO BFYC

About BFYC

BFYC is a local Oxfordshire charity, based in Didcot, we work with young carers aged 8 to 17 years across South Oxfordshire, The Vale of White Horse and Oxford City. BFYC is the only specialist organisation supporting young carers in Oxfordshire and receives no statutory funding. We have been supporting young carers for 30 years offering the emotional and practical advice they need to manage the stresses and responsibilities of being a young carer and we help them learn to balance their caring role with school and the developmental needs of a child. Our preventative measures allow us to reduce the burden on an already oversubscribed mental health service.

BFYC addresses these needs by providing young carers with:

- **Mental Health support –We offer 121 emotional support for our most vulnerable young carers. We have developed a two tiered system where our Youth Workers carry out 121 emotional support through a series of weekly sessions. For our most vulnerable and complex cases, our Youth Counsellor organises these sessions.**
- **Befriending service – Our young carers are matched with a trained volunteer befriender, and they meet weekly, providing the young carer with respite and an extra trusted adult that they can turn to if needed.**
- **Mindfulness movement and wellbeing programme to teach our young carers preventative measures and how to deal with their mental health concerns;**
- **Respite activities - time for themselves away from their caring roles, to make friends, and have fun, these are run in the school holidays. They consist of theme park visits, trips to the beach and other experiences that they would not otherwise get due to their caring role;**
- **Training - in key skills such as first aid, relaxation and cookery/nutrition to improve their self-confidence and ability to cope in their caring roles.**
- **13+ Group – bespoke group for young carers aged 13 years and older. This group engages an age group that is usually hard to engage with and is user led.**
- **Youth Panel – group of proactive young carers that engage with BFYC to help form our policies, agenda and activities. Their feedback is crucial to developing BFYC as a charity.**

Full Job Details:

Job Title: Community & Schools Liaison Worker - West Oxfordshire
Department: Youth Workers
Location: BFYC HQ Harwell Campus – hybrid working is in place, must live in West Oxfordshire
Travel Required: Some travel may be required
Salary Range: £25,041.45 pa
Position Type: Full Time (flexible working arrangements available including part time and term-time only)
Contact: yc@befreeyc.org.uk
Date Posted: 11th October 2024
Deadline for application: Open until position is filled.
Holiday: 28 days a year plus public holidays
Hours: 37.5 hours a week
Dress Code: Smart / casual appearance appropriate to the context
DBS Checking: This appointment will be subject to an enhanced Disclosure and Barring Service check. BFYC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Applications Accepted by: yc@befreeyc.org.uk Subject Line: Community & School Liaison Worker - West Oxfordshire

Community & School Liaison Worker - West Oxfordshire

We are seeking an experienced and dynamic individual to join the BFYC team to support young carers in West Oxfordshire.

Working closely with the youth work team, you will help to provide support and advice to young carers by devising, developing, implementing and managing a programme of social activities for young carers (this could include trips, training, emotional 121 support and other activities).

Job Description - Key Responsibilities

- Provide one-to-one support for Young Carers, liaising with other agencies to help ensure the best outcomes for Young Carers;
- Establish relationships with schools across West Oxfordshire offering them support in how they identify and respond to the needs of young carers in their classrooms.
- Assist schools in launching Young Carers Groups and introducing Young Carer Leads in their settings.
- Contribute towards awareness raising events and activities to increase the identification and support of Young Carers, including liaison with Schools and community group;
- Liaise and work with colleagues to empower Young Carers and their families;
- Play a role in the assessment of Young Carers as part of the Common Assessment Framework (CAF), Team around the Child (TAC), Young Carers assessments, and assessments carried out by other professionals;
- Develop the active participation of Young Carers, enabling their voice to be heard;
- Support Young Carers and their families to access appropriate support services;
- Record all casework contact information and ensure that all appropriate consent forms, assessments, Baseline Forms, and other required information and administration is completed and recorded for all Young Carers;

Admin requirements

- **Ensure all tasks, procedures, and practices comply with Be Free Young Carers' policies, including safeguarding and child protection, health and safety, confidentiality and equal opportunities;**
- **Assist in the production of newsletters and other communications to Young Carers and their families;**
- **Keep abreast of, and follow at all times, national and local policy in relation to safeguarding children and vulnerable adults;**
- **Monitor and evaluate work, producing records and reports as required;**
- **Contribute to a safe, positive and friendly working atmosphere;**
- **Attend training and other meetings as required;**
- **Provide reports and information to Trustees and other reporting as required;**
- **Assist in promoting and publicising Be Free Young Carers;**
- **Attend and contribute to team meetings and represent Be Free Young Carers at external meetings as required;**
- **Actively contribute to and support the development of Be Free Young Carers;**
- **Undertake any other duties as requested by the Director.**

This job description is not intended to be comprehensive but indicative. Responsibilities may vary from time to time, depending on the needs of the organisation.

Access to your own transport is essential as the post is based in Didcot and currently covers West Oxfordshire.

Person Specification

Essential Skills and Experience		Desirable Skills and Experience
Qualifications		
1	Excellent IT skills, Microsoft 365	Data Collection and Analysis
2	Evidence of ongoing training and development	
Knowledge and Experience		
3	Work with groups of children and young people particularly in the age range 8 - 18 years	Work with young carers; good understanding of the impact of caring responsibilities on young people
4	Knowledge of safeguarding children procedures	
Aptitude and Skills		
5	Ability to gain the trust of young people and their families, while maintaining proper boundaries	Understanding of the needs of carers
6	Communicate effectively and sensitively with children, young people and families and respond appropriately to their needs	
7	Maintain records and provide clear written reports	
8	Manage challenging behaviour in individuals and groups	
9	Confident in communicating with professionals in different settings.	
10	Able to engage teachers, community leaders and other stakeholders in committing to supporting young carers in their settings	Knowledge of the range of statutory and voluntary agencies working with young carers
Disposition/Attitudes/Motivation		
11	Caring, positive and friendly disposition	
12	Self-motivated but able to work as part of a team	
13	Accepting of supervisory guidance and advice	
14	Commitment to equal opportunities, to empowering young carers and to confidentiality	
15	Understanding of and comfortable with youth culture	
16	Effective and professional communication skills in person, digitally, written and verbal.	

Summary of terms

A full time, permanent contract is offered, following a six-month probation, the notice on each side will be 1 months. We offer a generous holiday allowance, birthday off policy, sickness-pay conditions and a pension scheme. We also have a Customer Assistance Programme offering legal, financial and wellbeing advice which all our staff can sign up to. There may be some evening/weekend work, if this is the case you will earn TOIL which can be used later at the discretion of your line manager.

How to Apply

Please send a CV and covering letter addressing how your experience matches the role and personal specification to yc@befreeyc.org.uk. The cover letter should be no more than 2 sides of A4.

We want to make it possible for everyone to shine during the application process, if you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this. If there is anything additionally, we can offer to accommodate you, please let us know.

If you would like an informal confidential conversation about this job, please email yc@befreeyc.org.uk.

BFYC is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences.

Be Free young Carers will continue to accept applications for this position until the role has been filled. Be Free Young Carers retains the right to stop accepting applications at any time.