



Job Description: Young Carers Service Manager

Employer	Together As One (Aik Saath)	Department	Slough Young Carers
Title	Young Carers Service Manager	Salary	£15,466.67 20 hours per week 2 year fixed-term contract (£29,000 pro rata)
Reports	Young Carers Activities Co-ordinator Sessional Staff	Location	Slough

Job Purpose

In the ever-changing environment of youth work, it is vital that within Slough we have both, safe spaces for young people to develop positive and trusting relationships and opportunities for them to develop their talents, skills and aspirations.

Together As One (formerly Aik Saath) has delivered a variety of youth services across Slough for over 25 years and a young carers service for almost 10 years.

“Young carers are children and young people (up to the age of 18 or 25 with SEND) whose life is affected by looking after someone with a disability or long-term illness. The person they care for may be a parent, a sibling, another family member or a friend, but need not necessarily live in the same house as them. The care that young carers give may be practical, physical and/or emotional.”

The terms ‘disability’ and ‘long-term illness’ do not just mean a physical disability or illness, but also cover, for example, mental illness, learning disability, substance misuse, frailty and old age.

Job Role

Working closely with the Chief Executive and the wider Together As One team, you will support the development and delivery of our Young Carers Service in Slough. This will involve the oversight of any emergent funding or contracts and the reporting requirements back to the funders. This post will involve adapting and coordinating a service around the service users’ needs.

You will work in partnership with Slough Children First and Slough Borough Council and ensure a coordinated approach to supporting young carers is maintained including the transition from a young carer to an adult carer pathway is developed and formed. Promotion of the service will be a key aspect of this role and you will ensure that the service is promoted across various platforms.

The role will be required to network and maintain relationships with our strategic partners, including the ability to attend key meetings to develop the Slough Young Carers offer. You will become the main point of contact for the triage of referrals and communications.

You will work to identify and support volunteers to become engaged within our services and provision. You will collate a range of data, information and imagery that creates evidence of your work and the impact it is making not only to young people but also to the wider community.

There is scope for you to be creative in this role and make a significant difference to the young people you work with. This is a very exciting and varied role and as such, a flexible approach to work including willingness to take on tasks outside of the normal remit and to work irregular hours, is essential in this role.

As an employee of Together As One, you will enjoy a wide and varied portfolio of work allowing you to build on your current skills and expertise for which suitable training and support will be provided.

Main Duties

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- To lead, inspire and motivate staff and volunteers
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- To develop and maintain an environment that attracts and retains the best staff and volunteers
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- To ensure that business, operational and annual plans to underpin the strategic plan are developed, agreed and implemented
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- Develop networks and partnerships with a wide range of agency's / organisations
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- To promote a clear referral system so that agencies and organisations understand the service we offer and how they can access it
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- Participate in Young Carers' sessions (i.e. youth clubs, residential and day trips (where required))
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- Attend relevant training to keep up with the best youth work practice
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- Collect and record data for funding returns
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- Accurately record confidential data on the Upshot database
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- Respond appropriately to disclosures or concerns which relate to the well-being of a child
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- Support direct reports with their day-to-day role including holding one-to-ones
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- Ensure a positive working environment and contribute to the general running of the organisation
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- Effectively monitor, report and evaluate all aspects of work
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- Monitor and work within budget

- A commitment to participation of young people and equality of opportunity

- Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults

- Work within guidelines of Together As One policies and procedures

Carry out any other Together As One duties as required including:

- Attend, where appropriate, local and national meetings
- Maintain a good knowledge of National and local initiatives which are of benefit to the organisation, young people, volunteers and their activities.
- Develop good relationships with partners and local organisations
- Contribute to the development and delivery of communication strategies that encourage participation
- Together As One expects members of its staff and volunteers to bring a wide variety of experience from their own lives to the job. We want people to be friendly, open and relaxed in the way that they work and in their working relationships with people.
- Ensure the relationships staff develop with service users are of a professional nature.
- To be mobile within the Slough area area and be willing to work with some flexibility to most appropriately meet identified needs.
- To be aware of the Health and Safety at Work Act and other legislation as appropriate including the Equality Act 2010 with particular reference to the protected characteristics

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Relevant qualification in Management and Leadership • Youth Work Qualification Level 3 or above • Safeguarding Training • Experience of working with young people and in particular Young Carers 	<ul style="list-style-type: none"> • At least 3 years management experience • Working towards a Youth Work Qualification Level 3 or above • First Aid Training • Understanding of Young Carers needs and the challenges they often face • Full clean UK Driving License and to have access to a car

<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<ul style="list-style-type: none"> • Experience of staff development • Experience of networking and partnerships • Experience of working within policies and procedures • Ability to initiate, plan, monitor and evaluate work with young people • Highly organised and able to manage own workload • Excellent communication and interpersonal skills across all age groups • Knowledge and understanding of the range of issues relevant to and affecting young people • An ability to positively motivate those around them • Ability to work effectively in a team • Ability to determine priorities and targets and to achieve them including when working under pressure • Confident user of IT, including Microsoft Office 	<ul style="list-style-type: none"> • Understanding of financial control/budgeting • Understanding of staff development
<p>Other Work Requirements</p>	<ul style="list-style-type: none"> • Passion and enthusiasm for supporting young people with their personal development • Committed to treating people equally, respecting differences and challenging prejudice and discrimination • A positive, enthusiastic and 'can do' approach to work • A flexible approach to work including willingness to take on tasks outside of normal remit • Committed to your own learning and development • To work flexible hours including regular evenings and occasionally weekends (This includes overseeing delivery of our regular sessions for young carers on Wednesday and Thursday afternoons/early evenings and joining our weekly team meeting on a Friday morning). 	

This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory references and probation period. Staff need to hold or be willing to work towards a Level 3 JNC Youth Work qualification.

Deadline: 5pm, Friday 28th June 2024

Interviews: 10th July 2024