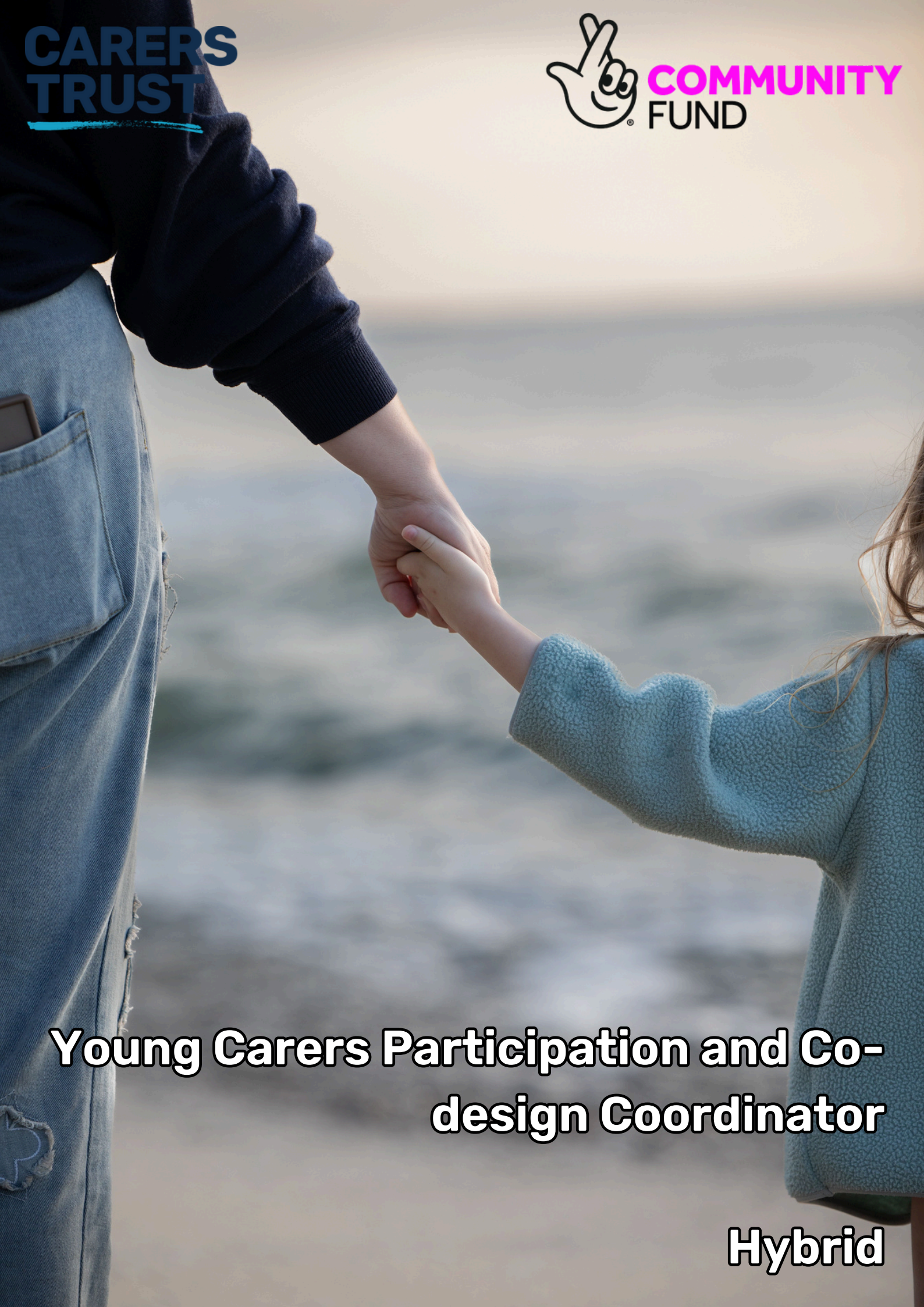

Young Carers Participation and Co-design Coordinator

Hybrid

Young Carers Participation and Co-design Coordinator

Carer Involvement

Contract: Fixed-term, until 31st December 2026.
Hours: 17.5 Hours per week (0.5 FTE).
Salary: £12,901 - £16,126 (pro rata from £25,802-£32,252)
Location: Remote working. Flexibility to work from other Carers Trust's offices around the UK when needed.

Why this role is pivotal to Carers Trust

Funded by the National Lottery Community Fund, the Young Carers Participation and Co-design Coordinator will play a central role within the programme team, coordinating and facilitating young carer participation across the programme. Working collaboratively with young carers, schools, local carer organisations and Network Partners, the role will coordinate a national Young Carers Ambassador Group, embed co-design approaches, and ensure young carers' views and experiences are captured and used to shape programme delivery, resources and future development.

This role is pivotal to advancing Carers Trust's mission to create a fair world for carers. Young carers often face challenges balancing their education with caring responsibilities and can struggle to access the understanding and support they need within school environments. Ensuring their voices are heard is essential to creating effective support and driving positive change.

By strengthening young carer participation, supporting collaboration between schools and local carer organisations, and embedding young carers' lived experience throughout the programme, this role will help improve support for young carers. Through monitoring, shared learning and meaningful engagement, the role will also contribute to influencing future policy and practice, ensuring young carers' voices help shape services and opportunities both locally and nationally.

In this role you will

- Plan and facilitate regular meetings and engagement opportunities.
- Work with colleagues to map out influencing opportunities across the programme and wider organisation.
- Support reporting on participation activity, including costs, engagement levels and value for money.

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Main responsibilities *(not an exhaustive list)*

Coordinate activities for the Ambassador Group

- Design and set up the Young Carers Ambassador Group to support programme oversight and influence.
- Co-develop clear Terms of Reference, including purpose, expectations and ways of working.
- Recruit and onboard young carers, ensuring a diverse and representative group
- Plan and facilitate regular meetings and engagement opportunities.
- Ensure young carers are supported to contribute confidently and meaningfully.

Lead participation and co-design activity

- Work with colleagues to deliver a programme of participation and co-design activity.
- Facilitate workshops, discussions and feedback sessions with young carers.
- Work with Programme Officers to identify where young carers can shape programme content and delivery.
- Ensure co-design activity is delivered consistently across England, Scotland and Wales.

Strengthen monitoring, feedback and improvement

- Implement a clear approach to capturing young carers' feedback.
- Develop tools to track how participation leads to changes and improvements in the programme.
- Ensure feedback is recorded, analysed and fed into decision-making.
- Regularly review participation activity to improve quality, accessibility and impact.

Align participation with policy and influencing work

- Work closely with policy and influencing colleagues to ensure that participation activity reflects and supports influencing priorities relating to the programmeucation.
- Ensure there is clear visibility of which young carers, groups or opportunities are contributing to influencing work, and that this is recorded and reported appropriately.
- Support policy and influencing colleagues to involve young carers in a planned and supported way, including through the Ambassador Group.
- Work with colleagues to map out influencing opportunities across the programme and wider organisation.
- Ensure participation activity aligns with funder outcomes and contributes to evidence of impact.
- Support the coordination and tracking of young carer involvement in influencing activity, including ensuring that contributions are captured and fed into reporting.

Main responsibilities *(continued)*

Administration, payments and monitoring

- Coordinate the administering of vouchers for young carers in line with programme guidance and organisational processes.
- Coordinate and process travel and other expense reimbursements for participation activity.
- Ensure clear and timely communication with young carers about payments and expenses.
- Maintain accurate records of vouchers issued and expenses claimed.
- Monitor participation spend against budget and flag any issues or trends.
- Support reporting on participation activity, including costs, engagement levels and value for money.

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Our ideal candidate

If you meet most (but not all) of the below criteria, we still encourage you to apply.

Essential

- Experience of working with children and young people in a participation or engagement setting.
- Experience of establishing or developing new participation structures (e.g. advisory groups or ambassador groups), including defining clear ways of working.
- Strong understanding of co-production or co-design approaches.
- Experience of developing processes or systems to capture feedback and demonstrate impact.
- Experience of working across teams or functions to align delivery (e.g. with policy, influencing or programme colleagues).
- Experience of managing administrative processes, including payments, expenses or budget tracking (e.g. vouchers, reimbursements).
- Ability to organise and coordinate multiple activities and stakeholders.
- Ability to analyse and translate feedback from young people into clear insights and actions.
- Strong communication skills, including the ability to engage young people and work collaboratively with colleagues.
- Ability to work independently, manage competing priorities and use sound judgement.

Desirable

- Experience of working with young carers or within the carers sector.
- Experience of developing Terms of Reference.
- Experience of contributing to policy or influencing work, including supporting young people to take part.
- Experience of supporting inclusive participation, including removing barriers for different groups of young people.

How to apply

Applications are to be submitted through the Carers Trust recruitment portal, please upload your CV and a supporting statement setting out how your skills and experience match the criteria for this role.

We are happy to accommodate any adjustments you may have and will share all interview questions in advance as part of our commitment to inclusive hiring.

For an informal conversation or any questions about the role please contact recruitment@carers.org

- **Application deadline:** Thursday 10th September 2026
- **Expected interview date:** Wednesday 23rd September 2026

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