

CARERS SUPPORT (CS)

JOB DESCRIPTION

Job title:	Carers Breaks Co-ordinator
Responsible to:	Volunteer Development and Carers Time Team Manager
Hours:	22.5 hours per week
Place of work:	Office based (CS, Gill Avenue, Fishponds, Bristol) with flexibility to work from home as agreed with Line Manager

Aims of the post

To:

- coordinate and develop a high quality 'sitting service' for carers in South Gloucestershire.
- recruit, train and support a team of volunteer 'sitters'.
- promote and refer carers to short breaks opportunities and external breaks services as appropriate

Main tasks

To:

- 1.1 recruit, train and support a team of volunteer 'sitters'.
- 1.2 to ensure volunteers regularly attend training, reviews and adhere to their volunteering responsibilities
- 1.3 to provide training and induction of volunteers
- 1.4 manage waiting list and referrals from a variety of sources, both internally and externally.

- 1.5 visit carers at home prior to matching them with a volunteer and carry out regular reviews with carers.
- 1.6 undertake an introductory visit with the carer and volunteer and monitor sits throughout their duration.
- 1.7 refer carers who require additional support to other internal and external services.
- 1.8 be responsible for monitoring and evaluation of the service, including providing information for a variety of reports i.e. for commissioners and ongoing service review and development.
- 1.9 promote carers' breaks opportunities through various mediums both internally and externally, including attending events and other outreach activities.
- 1.10 to support the ongoing development of the service using carers voice alongside local and national trends to shape and improve provision
- 1.11 to carry out administrative tasks appropriate to the role

4. General

To:

- 4.1 ensure that all work is carried out in accordance with CS's policies and procedures.
- 4.2 undertake any other duties commensurate with the grading of the post, as agreed with the line manager.

CARERS SUPPORT - PERSON SPECIFICATION

Experience/Knowledge

- Developing and co-ordinating a volunteer-based project or service.
- Recruiting, training and supporting volunteers.
- Understanding of the needs and issues facing carers.
- Monitoring and evaluating projects and services, including responding to the differing requirements of funders and service users.
- Marketing and promoting services.

Skills

- Excellent written and verbal communication skills
- Excellent organisational and service coordination skills
- Good networking skills
- Excellent record keeping skills and computer literacy (SharePoint, Microsoft Office 365 and databases (we use CharityLog))

Attributes

- Ability to establish good working relationships with staff, volunteers, carers, external agencies and partner organisations.
- Ability to work on own initiative and as part of a team.
- Ability to manage time effectively, prioritise own workload and work to tight deadlines.
- Commitment to equal opportunities in practice.
- Ability to meet the travel requirements of the post (mileage allowance paid – will need business cover on car insurance).