

**Job Description**

**Job Title:**  Living Well Sefton - Carers Development Worker

**Responsible to:** CEO

**Responsible for:** N/A

**Salary:** £15,664 per annum plus 8% pension

**Hours:** 21 hours per week –

**Term:** Start Date January 2025-Fixed term contract until 31st March 2027 in the first instance

**Job purpose:**

To work with Sefton’s Integrated Wellness Service ‘Living Well Sefton’ (LWS) partners to ensure carers and their families (resident in Sefton) have access to a co-ordinated programme of health and social related activity, to build independence and optimise health and wellbeing.

This post will contribute by supporting carers identified and referred by the partners of LWS with a range of co-ordinated high-quality provision and needs-led Carer Support services

This post will be the point of contact for LWS partners and support in the development of the service liaising with the CEO and providing reports to funders and the Board of Trustees.

**Key Duties & Responsibilities:**

To be the point of contact for all LWS partners, to arrange attending events and meetings to promote and support the partnership and its services

To liaise with the LWS partnership which support the existing policy and procedures of Sefton Carers Centre services and to utilise partnership-working to support the engagement of hidden carers

To ensure reports are provided in the agreed format and in the timescales required to Senior Management and in line with LWS contract agreement.

* To contribute to the development and presentation of training programmes to enhance the health and wellbeing of carers. To promote knowledge and understanding of caring by presenting awareness training sessions to professionals.
* To support carers and their families with early Intervention and prevention via pathway referral options to offer lifestyle support in areas such as healthy weight, healthy nutrition and physical activity, smoking cessation and emotional health.
* To develop knowledge and skills in all database systems including in-house systems, LAS, and IWS to meet the needs of carers and commissioners of services
* To identify services, grants and partner agencies which can support the needs of carers and their families.
* To work with LWS partners to provide information, advice and guidance to support carers and their families.
* To maintain and develop knowledge of legislation and local and national policies to ensure carers, and those they care for, are fully informed of their rights
* To advocate on behalf of carers and those they care for through signposting, referrals, liaison and negotiation with all relevant agencies.
* To support all services and teams within Sefton Carers Centre to maintain a high quality of service provision to carers.

**Health and Safety**

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act.  Any failure to take such care, or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

**Confidentiality**

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

**Data Protection**

All staff are expected to adhere to the regulations regarding the Data Protection Act in accordance with the Carers Centre’s policies and procedures.

**Variation**

The postholder may be required to undertake other duties commensurate with the role.  Some duties may be subject to variation changes and will only be made after consultation with the postholder. Working at Sefton Carers centre requires flexibility and your hours of work may be subject to change, dependent on the needs of the business.  This may include a split between office-based and home working and may occasionally require you to alter your working pattern.

**Policy and Procedure Expectations**

Employees are required to comply with the data protection, health and safety and safeguarding protocols and all further procedures of Sefton Carers Centre.  Employees are required to comply with Sefton Carers Centre’s policies and procedures relating to equality and diversity.  Employees are required to maintain confidentiality of all information and records relating to the work of the project and Sefton Carers Centre.

**Supervision, Training and Development**

Employees are required to participate in regular supervision, appraisal and personal and staff development planning sessions, as required.

**Other Benefits and Terms of Employment**

* A group pension scheme, comprising 8% employer contribution of gross salary.

* 27 days Annual Leave entitlement per year, in addition to the 8 Statutory Public Holidays (pro-rated for part-time employees).  This entitlement increases after 5 years of service as below:

|  |  |  |
| --- | --- | --- |
| Complete years of service | Additional days holiday in a complete holiday year | Total annual entitlement in a complete holiday year |
| 5 years’ service | 2 days | 29 days |
| 7 years’ service | 1 day | 30 days |
| 9 years’ service | 1 day | 31 days |
| 10 years’ service | 1 day | 32 days |
| 15 years’ service | 2 days | 34 days |
| 20 years’ service or more | 3 days | 37 days |

* Access to BUPA health care cash plan.  A range of positive healthcare benefits, allowing employees to claim back the full amount of dental bills, new glasses, a wide range of therapy treatments and private specialist consultations up to the annual limit.  Access to an unlimited number of online consultations via the Virtual GP service.  Employee’s children are also covered for free up to their 19th birthday, if in full time education

* An unconditional offer of employment will be made to the successful candidate, subject to successful completion of the following pre-employment screening checks:

* Evidence of a satisfactory Enhanced Certificate of Disclosure certificate from the Disclosure Barring Service (this security check is only required for some of our job roles, candidates will be advised if this is necessary when receiving a conditional job offer)
* Evidence to confirm the candidate’s right to work in the UK
* Receipt of two references, satisfactory to Sefton Carers Centre



**Person Specification**

**Living Well Sefton - Carers Development Worker**

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| --- | --- | --- | --- |
|  | Qualifications | Essential | Desirable |
|  | GCSE standard or equivalent with intention to obtain further qualifications relevant to the post | x |  |
|  | Experience | Essential | Desirable |
|  | Minimum of 2 years recent experience of involvement with Carers and / or Service Users | X |  |
|  | Previous experience of managing a caseload | X |  |
|  | Previous experience of providing advocacy support in either a group or individual context |  | X |
|  | **Knowledge** | **Essential** | **Desirable** |
|  | Knowledge and understanding of current legislation which underpins Health and Social Care | X |  |
|  | Good working knowledge of Sefton and its communities |  | X |
|  | Awareness of principles of equal opportunities and a commitment to anti-discriminatory/anti-oppressive practice | X |  |
|  | Awareness of Health and Safety at Work legislation and its requirements |  | X |
|  | **Skills** | **Essential** | **Desirable** |
|  | Good assessment skills | X |  |
|  | Experience of presenting training in a group setting or one-to-one |  | X |
|  | Excellent communication skills, both written and verbal | X |  |
|  | Ability to liaise at all levels | X |  |
|  | Good self-management skills, with an ability to work under own initiative | X |  |
|  | Ability and commitment to maintaining confidentiality of information relating to the organisation | X |  |
|  | Excellent ability to use and understand information technology (Word Processing, Database) | X |  |
|  | **Personal Attributes** | **Essential** | **Desirable** |
|  | Ability to work with people in a sensitive way | X |  |
|  | Ability to work effectively within a team | X |  |
|  | Commitment to continually develop and update knowledge | X |  |
|  | Commitment to professional development | X |  |