

Job Description and Person Specification



Job Title:	Children & Young People Coordinator - Young Carers
Area:	Kent
Employed by:	Imago
Responsible to:	Children and Young People Manager/Team Leader
Working Hours:	Full time, Monday to Friday. Flexibility required as occasional evening or weekends needed

Background: Imago is a social action charity delivering an innovative range of services to individuals, voluntary and community organisations and private and public-sector agencies in Kent, East Sussex, Medway and London. Underpinning our work is a commitment to excellence, evidencing impact and safeguarding vulnerable people. We work with individuals, families, and communities to create change together.

Purpose of Role: To deliver a service with the aim of improving the health and wellbeing outcomes of patients with mental health conditions. Supporting the aims of early identification and intervention, increasing resilience, maintaining and increasing independence, and reducing the demand on health services.

Responsibilities and duties

- Receive assessments via the Imago central hub and assess level of need, taking a whole family approach
- Develop, monitor and review action plans with Young Carers
- Meet with Young Carers to provide one-to-one or group-based support
- Deliver theme-based workshops; provide additional respite activities where commissioned
- Work alongside statutory agencies, and initiate appropriate referrals
- Signpost to other services in line with agreed action plans
- Recruit, train and manage volunteers
- Develop effective relationships with Young Carers, families, and professionals; advocate for individual Young Carers

- Work with schools, communities and other agencies to increase awareness of Young Carers; deliver training packages, assemblies and presentations; attend events and meetings
- Share resources with families and professionals; contribute to social media; create monthly newsletters
- Maintain excellent records using our bespoke database
- Keep up-to-date with issues affecting young people, both locally and nationally
- Undertake regular evaluation of the services ensuring that the Young Carers are at the heart of the process
- Undertake relevant internal and external training
- Work with an understanding of issues relating to lone working, safeguarding, data protection and confidentiality; and adhere to Imago policies and procedures
- Have a commitment to equal opportunities, ensuring services are accessible to all sections of the community

Essential skills and experience

- Relevant personal or professional experience of working with children, young people, and families, in social care, health, education or voluntary and community sector
- Ability to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines
- Excellent communication skills
- A practical understanding of physical, emotional and attitudinal barriers facing Young Carers
- Confident working within professional boundaries
- Ability to stay calm in challenging situations and have a measured response
- Able to motivate and empower others
- Proficient in using word, excel, websites and experience of using a database, use of social media
- Ability to forge effective relationships at all levels and across boundaries
- Good level of education, ideally degree level or equivalent
- Hold a full driving licence with business insurance and have access to own transport

Desirable experience

- Personal experience of being a Carer
- Knowledge of policy and legislation relating to Carers

To apply, please send your CV with a covering letter to:
jobs@imago.community

Post is subject to references and a satisfactory enhanced
Disclosure and Barring Service check