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**Young Adult Carers Development Officer**

**Job description**

**Work base:** Split between Hillingdon and Harrow Carers premises

**Hours:** 28 per week

**Responsible to:** Harrow and Hillingdon Young Carers Managers

**Employer:** Carers Trust Hillingdon, on behalf of the partnership

**Main purpose of role:**

* To work across the developing Harrow and Hillingdon partnership service, which supports young adult carers from 16-25 years, and contribute to its development as a single, cross-boundary bi-borough service.
* To develop new opportunities that help facilitate a smooth transition from school into further education, training, work or volunteering for young people disadvantaged by having caring responsibilities in their formative years.
* To mitigate the negative impacts that caring might have had on their lives by providing them with personal development opportunities, growing their life skills, raising aspirations and improving their life opportunities.
* To develop and manage strategic partnerships with a range of education, private sector, training and apprenticeship providers to grow our support officer.

**Key responsibilities:**

1. To work as part of a team with the two borough-specific Supported Transition Officers (STOs), with support from the wider Young Carer teams and Managers.
2. To build on existing - and develop new - partnerships that offer routes to employment, further/higher education, apprenticeships or training.
3. To contribute to the achievement of individual SMART targets in participants’ development plans as agreed with STOs and YC Managers.
4. To contribute to the development of an annual user-led programme of workshops that offer young adult carers the life skills that will help them to become young adults and that raise aspirations and improve employability.
5. To maintain existing relationships with further education providers, youth services, third sector organisations, local employers and apprenticeship schemes and develop new strategic relationships that provide more progression opportunities for project participants.
6. To maintain the relationship with the grant funder and, with the support of the Young Carers Managers, provide the requisite feedback and monitoring reports.
7. To contribute progress data and other evidence to other bids and reports.
8. To source and complete applications for relevant small grant funding to benefit young carers and their families, especially to meet the identified needs of project participants, including accessing hardship grants and personal funding for essential clothes, equipment or vocational qualifications.
9. To contribute to the development of an annual programme of social activities offering young carers the opportunity to have a life outside of their caring roles.
10. To ensure the programme is user-led through regular consultation activity and regularly evaluate participant experience of our services.
11. To represent Carers Trust Hillingdon and Harrow Carers at external meetings, promote our programme with other services and ensure a strong working relationship with local schools and colleges.
12. To keep comprehensive records of activities using the partners’ Client Record Management system, Charity Log, and ensure accurate data is available when needed.
13. To ensure the smooth running of the project and break down barriers to cross-boundary working.
14. To cross refer young adult carers and their families to other carer services delivered by the partners or beyond, and source support if there is no appropriate provision available locally.
15. To take part in regular supervision and attend meetings when requested to do.
16. To take responsibility for own professional development and identify and attend regular relevant training courses and conferences.
17. To work flexibly, including one evening per week and occasional weekend work for which time off in lieu will be given.
18. To carry out the above tasks in accordance with relevant policies and procedures including Safeguarding Vulnerable Adults and Children, Equal Opportunities, Confidentiality, Information Governance and Health and Safety Policies.

The above list of responsibilities is not exhaustive. The post-holder will undertake such duties that may be required from time, that are consistent with the role and the needs of the organisation.