



JOB DESCRIPTION AND PERSON SPECIFICATION

- JOB TITLE:** Young Carer Schools Coordinator
- Employed by:** Imago
- Responsible to:** UC Wellbeing Service Manager
- Working hours:** Full-time, Monday to Friday. Flexibility is required as occasional evenings or weekends are needed

Background: Imago is a social action charity that delivers 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 work with schools to support young carers in improving educational and health outcomes, increasing engagement, and decreasing the negative impact of their caring role. They will work across all schools, linking up with school staff, to present a suite of tools that encourages schools to prioritise individual and whole-family support intervention for Young Carers and their families within school settings

RESPONSIBILITIES AND DUTIES

- Build on and develop relationships with local schools; support the development of school policies and practices that consider Young Carer-specific needs
- Deliver or organise training for school staff (teaching and non-teaching), including school governors and school nurses; increase knowledge and understanding of the impact of the caring role and the needs of Young Carers within the school setting.
- Raise awareness and support the identification of Young Carers, with both pupils and staff; develop guidance, protocols and resources for schools.
- Establish excellent working relationships within schools to facilitate successful interventions with Young Carers and their families.
- Deliver individual and small group work to students in schools to raise awareness and identification.
- Provide direct, individual, and whole-family support intervention to Young Carers and their families within school settings and through home-based visits, using recommended toolkits and resources.
- Establish and facilitate online peer support groups

- Support Young Carers during periods of transition: from primary school to secondary school or from secondary school to higher education, training or employment
- Work with an understanding of cultural differences and how this may impact the support Unpaid Carers receive and access
- Maintain excellent records using our bespoke database, and reporting formats.
- Keep up-to-date with local and national issues affecting young people
- Undertake regular evaluation
- Support the planning and delivery of the service's activity package, including respite activities, online groups, face-to-face sessions
- 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
- Commit 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
- A practical understanding of physical, emotional and attitudinal barriers facing Young Carers; and awareness of cultural differences and accessibility of support
- Confident in working within professional boundaries
- Ability to stay calm in challenging situations and have a measured response
- Able to motivate and empower others
- Excellent communication skills; proficient in using Word, excel, and websites and experience using a database
- Ability to forge effective relationships at all levels and across boundaries
- Good level of education

Desirable Experience

- Personal experience of being a Carer
- Knowledge of policy and legislation relating to Carers
- Full driving licence with business insurance and access to own transport

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