



## **Application pack**

# **Young Carers Deputy Coordinator**



Dear Applicant,

**Re: Young Carers Deputy Coordinator**

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self belief, a sense of family and belonging.

We have a long history of providing high quality support to Young Carers (children and young people under the age of 18 with a caring responsibility) and their families across South Tees (Redcar and Cleveland and Middlesbrough area). We have a successful track record including our current service delivery model, a highly experienced and skilled staff team and strong local connections and relationships. Due to the successful delivery of this service in previous years we have now been successful in securing the contract for the young carers element of the South Tees Young Carers Contract for the next three years. We are now seeking a highly skilled, experienced and motivated leader to act as practice lead for the service. The right candidate will have experience in high quality support for vulnerable children, young people and families (with preference to knowledge of the voluntary and community sector), the ability to support and develop staff teams including support and supervision, performance and staff management and the passion and motivation to build upon and maintain effective relationships and communication to families, commissioners, funders, supporters and stakeholders. You will also work alongside the Coordinator of Young Carers and Youth and Participation Lead to respond to the changing demands and requirements of the service and implement service redesign.

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact Phil Dolphin on 01642 756000 or via e mail at [Phil.Dolphin@thejunctionfoundation.com](mailto:Phil.Dolphin@thejunctionfoundation.com)

Once you have completed your application please return to:

[recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com)

Or alternatively post to The Junction, Westfield Farm, The Green, Dormanstown, Redcar, TS10 5NA, please ensure your envelope is marked **PRIVATE AND CONFIDENTIAL**.

Please note the deadline for the applications is **Noon on 2 October 2023**

**Interviews TBC**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major  
Chief Executive Officer



## Why work for The Junction?

### **Pension**

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

### **Staff Wellbeing Programme**

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

### **Counselling Helpline**

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

### **Counselling Face-to-Face**

In addition to the helpline we provide access to 6 sessions of face to face counselling

### **Generous Holidays**

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

### **Loyalty Holiday Bonus**

We reward loyalty by offering colleagues 1 extra days holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

### **Staff Development**

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.



## **Making a Difference**

By being part of an extra ordinary team we work together to help transform the lives of local children, young people and families.

### **Within The Junction**

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.



## Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

### Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

### Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	
We don't judge	Our workers are the key to building strong, positive relationships
We empower	
	Working in partnership to make change happen

### Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.



## **Personal Development**

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.



## Job Description

**Job Title:** Young Carers Deputy Coordinator

**Salary:** £28,050 per annum

**Hours:** 37.5 hours per week

**Responsible to:** Young Carers Coordinator

**Accountable to:** Youth and Participation Lead

### JOB PURPOSE:

To support Young Carers aged 5 to 25 years across South Tees including, deputising for the coordinator in their absence, this will also include:

- Acting as lead practitioner within the team and line managing staff, this will also include being responsible for monitoring performance in relation to outputs and reporting this to the coordinator to inform service development and to take action where necessary. This includes active case management of staff within your direct reporting line.
- Ensuring the implementation of appropriate assessment of need including Young Carers Assessment, Early Help Assessment (where appropriate) and psychometric tests to prioritise need for services and develop a tiered response to need ensuring that those in most need access higher tier services
- Actively monitoring impact data, including GBO and psychometric test data to ensure we are making the a positive difference to the lives of those who access our services.
- Overseeing waiting lists, allocations and waiting times to ensure that those who need access to higher tier support receive this in the timeliest way possible.
- Leading in the development of social activities within the service including appropriately checking plans and some direct delivery (and to proactively listen to the needs and wishes of young carers in their planning)
- Carrying a small caseload across young carers and their families, including assessment and one to one support.
- Acting as safeguarding Lead Practitioner and Out of Hours worker on a rota basis.

To deliver all services in accordance within The Junction's values and maintain strong links with the wider service to ensure provision remains within our mission and vision and ensure value can be added through our wider services.



## **SUPPORT:**

Will be carried out by the Service Coordinator or suitable substitute who will carry out regular supervision.

## **PRINCIPAL DUTIES AND RESPONSIBLES:**

- To deputise in the coordination and delivery of the Young Carers Service for children and young people aged 5 to 25 years across South Tees including delivery of assessment of caring responsibilities, respite and social opportunities, one to one support information, advice and practical support, development work within the service, children and young people's involvement and whole family support.
- To carry a small caseload across young carers and their families, including assessment and one to one support.
- Ensure all activities are carried out in accordance with commissioner and funder terms and conditions, targets within the project specifications and The Junctions Values.
- To ensure robust and appropriate processes are followed relating to referral, assessment, implementation of Young Carer and Transition Passports outcome monitoring, progression and signposting to ensure the best possible outcome for children and young people alongside our partners.
- To ensure caseloads are actively monitored in line management meetings to ensure those young carers most in need are seen in a timely way.
- To liaise with internal and external services to ensure Young Carers and their families with needs additional to those provided within the contract have their needs met
- Support The Junction's wider services as a Safeguarding Lead Practitioner and Out of Hours worker as part of the Safeguarding Team rota.
- Ensuring the implementation of appropriate assessment of need including Young Carers Assessment, Early Help Assessment/My Family Plan and psychometric tests to prioritise need for services and develop a tiered response to need ensuring that those in most need access higher tier services
- To attend multiagency meeting in respects of the needs of children, young people and families that you or the service have direct contact with
- To monitor the effectiveness of interventions including overseeing case management and supervision.





- To coordinate and directly line manage a range of staff and volunteers to support children and young people throughout their journey with The Junction.
- To ensure financial resources are appropriately utilised for young people and ensure financial processes are followed.
- To ensure all activities are carried out in accordance with funders and commissioner terms and conditions, the targets within the project specifications and The Junction's Values with particular reference to evidencing project outcomes by ensuring recording and data quality standards are met.
- To ensure the coordination, monitoring and performance reporting to commissioners, funders and other stakeholders, highlighting any issues to the Young Carers Coordinator.
- To ensure effective feedback and evaluation systems are in place to allow children, young people and families to have an influence in project delivery.
- To support the development of productive relationships with community groups, other involved in providing services to young carers and young people with additional needs and disabilities including liaison, advice and contribute to training and awareness raising.
- To work in collaboration with the Chief Executive and Deputy Chief Executive to ensure service redesign and systems within services are robust and ensure positive outcomes for children, young people and families accessing them.
- To monitor existing systems and where appropriate contribute to further developing systems to record outputs, outcomes, individual needs and records.
- Work collaboratively with all colleagues and partner agencies, including attending and reporting to relevant external meetings as directed including safeguarding, child protection and others as required.
- Ensuring that information about the role of The Junction and its projects are publicised and promoted, including a contribution to training and promotion of the service in community groups.
- Work as part of The Junctions Team(s) to contribute to its strategic and organisational development including sharing experience, knowledge and where appropriate providing training and guidance.



- Be committed to your own personal development partaking in personal development opportunities and undertaking training, supervision and appraisal as required.
- Support the development and training of colleagues by sharing experience, providing training and learning experiences
- Undertake other duties and responsibilities as required from time to time commensurate with the post.

<b>Person Specification Young Carer Coordinator</b>	<b>Essential</b>	<b>Desirable</b>	<b>Proposed Selection Method</b>
<b>Qualifications and Training</b>			
Relevant professional qualification relevant to working with client group to the equivalent of level 4 or above (ofqual) or above e.g. /Mental Health/Youth Work /relevant degree.	X		A/I
Relevant management qualification or training		X	A/I
Demonstrable experience of appropriate Safeguarding training	X		A/I
Ability and willingness to undertake further training and development as required	X		A/I
<b>Experience</b>			
Recent/significant experience of engaging with and working to support vulnerable children and young people through person centred approaches in a managed and coordinated way to promote sustainable positive change	X		A/I/R
Experience of assessing the needs, developing outcomes focused plans to meet the needs of vulnerable children and young people	X		A/R
Recent/significant experience in relevant profession –e.g. Children’s and young person’s services, Mental Health, Youth Work, Housing, Homelessness, employability	X		A/I/R
Experience of working to an outcomes framework		X	I
Recent experience of working with a range of agencies to support vulnerable children and young people	x		A/I
Experience of working in community based settings, schools, colleges and training providers	X		A/I
Experience of delivering presentations to professionals and young people, including training		X	I

Experience of leading projects or line managing staff teams	X		A/I
Experience of reporting to funders and preparing reports to stakeholders		X	A/I
Experience of delivering development group work and respite opportunities, one to one support and family support	X		I
<b>Knowledge, Skills and Abilities</b>			
Knowledge of issues and challenges that vulnerable children and young people face with specific reference to the legal, legislative and best practice guidance around young carers and children and young people with disabilities and additional needs	X		I
Excellent people skills-Ability to engage, build strong relationships with children and young people to build trust, motivate and empower them to meet agreed goals and outcomes and the ability to motivate and inspire teams	X		I/A/R
Excellent interpersonal and communications skills	X		I/A
Good organisational skills and the ability to prioritise workloads to meet the needs of children, young people and their families	X		A/R
Ability to work with partner organisations from the public, private and voluntary sectors and especially community organisations.	X		A/I
Able to work as part of a multi-disciplinary team	X		A/I
Understanding of the risk involved in working with vulnerable children and young people	X		I
Understanding and experience of the need to have and work to appropriate professional boundaries	X		A/I
Ability to share and promote best practices	X		A/I
Ability to promote young people's stories in a positive manner	X		A/I
Ability to support others and monitor their work	X		A/R
<b>Work related circumstance</b>			

Willingness to work flexible hours including evening and weekend work	X		A/I
Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals	X		A
Hold a vehicle licence or be prepared to achieve this within a defined time period and travel to a range of venues to meet the delivery needs of the service	X		A
<b>Equal opportunities and Diversity</b>			
Commitment to pursue Equal Opportunity and Non Discriminatory practices.	X		A/I
<b>Personal qualities</b>			
Understanding of and Commitment to The Junctions core values	X		A/I
Excellent communication and organisational skills	X		A/I
The ability to lead and motivate others	X		A/I
Be approachable, able to develop positive relationships with others and have high levels of resilience and empathy	X		I

A = Application

I = Interview

T = Test

P = Presentation