

JOB DESCRIPTION

Title:	Group Work Co-ordinator
Hours:	7 hours per week
Job Purpose:	To co-ordinate and support 10 after school groups.
Responsible to:	Project Manager
Salary:	£10 per hour

Duties and Responsibilities:

1. To support all group/team leaders in planning events, regular activities and providing guidance,
2. To introduce initiatives to combat social isolation experienced by young carers through peer support groups and one off activities.
3. To organise and facilitate training for young carers, to enhance their life skills and improve their long-term opportunities.
4. To regularly consult with young carers and their families in the planning, development and evaluation of services.
5. To monitor and support the Project Manager in managing the budget for running the projects, to ensure sustainability and provision of support offered to young carers and their families.
6. To undertake other duties that may occur through this post in line with reasonable expectations.
7. To liaise with the Support Workers regarding young carers being introduced to groups and those who move on.
8. To be guided by Wigan Safeguarding Children's Board.

PERSON SPECIFICATION

Essential / Desirable	
E	Experience of working with groups and individuals in a social care/health/education or a community related setting.
E	Experience working with young people and children.
E	Experience of being a carer, or an understanding of the issues facing young carers.
E	Commitment to working with young carers and young adult carers.
E	Knowledge of safeguarding legislation & policy guidance affecting young people.
E	Is motivated to working with young people, in a creative and resourceful manner.
E	Ability to work as a team member and in a multi-agency setting.
E	Understanding of equal opportunities and anti-discriminatory practice.
E	Good communication skills.
E	Is friendly and caring.
E	Is honest and trustworthy.
E	Full clean driving licence
D	Knowledge of legislation affecting young carers.
D	Knowledge of risk assessment and activity related health and safety.

(Please note: this post to subject to references and DBS clearance)