



South Warwickshire Carers' Support Service

8B Holly Court, Holly Farm Business Park, Honiley, Kenilworth CV8 1NP

Phone: 01926 485486 Fax: 01926 485487 E-mail: info@swcss.org.uk

20 January, 2010

Dear:

Thank you for your interest in working for South Warwickshire Carers Support Service. Please find enclosed a copy of the Job Description, Person Specification, some history about the project and an Application form that you requested.

Completed **applications must be received** in this office by **Thursday 4th February 2010**. As we are a charity organisation, in order to minimize expenditure, we are unable to acknowledge receipt of applications. Interviews will be held on 10th February 2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Bishop".

Anthony Bishop, Manager
Warwickshire Young Carers Project

Tel: 01926 485486
Mobile: 07887 711720
E-mail: anthony@warwickshireyoungcarers.org.uk

JOB DESCRIPTION

Title: Young Carers' Educational Support Worker

Responsible To: The Young Carers' Project Manager or the Service Manager in their absence

Hours: 37 hours per week

Pay: £19,621

Mileage: 40p per mile

General Responsibilities:

To support Young Carers with their educational needs via one to one work, organising groups, respite activities, providing information and empowering young people to become actively involved in the organisation of the project.

Specific Responsibilities:

1. To identify Young Carers within the Warwick, Stratford and Rugby area and support them in their caring role.
2. To receive and process referrals, keeping accurate records and maintaining statistics.
3. To participate in monitoring and evaluation.
4. To manage and develop links with schools in the Warwick, Stratford and Rugby Districts.
5. To provide information, advice, advocacy and support to young carers and their families where necessary.
6. To raise awareness of the problems and issues faced by Young Carers within the local community and specifically within schools.
7. To be constantly mindful of confidentiality and have a good awareness of the laws, policies and procedures pertaining to work with children and young people.
8. To carry out any other reasonable duties commensurate with the level of responsibility of the post as directed by the Project Manager.

Experience:

1. Paid or voluntary experience of working with children and young people.
2. Experience and understanding of working practices within schools.
3. The ability to communicate effectively other professionals and with young people and their families.
4. An understanding of administrative procedures.

PERSON SPECIFICATION

Attribute	Essential	Desirable	Where proven
Knowledge			
Understanding of, and sensitive approach towards the situation, needs and difficulties faced by carers.	✓		application / interview
Understanding of the legal implications of working with young people, including confidentiality and child protection.	✓		application / interview
Knowledge of the schools network.	✓		application
Skills			
Planning, managing and delivering youth groups and activities.		✓	application
Effective communication skills and innovative practice when working with young people.	✓		application / interview
Hold a current driving licence and have access to a vehicle.	✓		application
Able to manage sessional staff and volunteers.	✓		application
Computer literate.	✓		application
Experience of delivering training.	✓		application
To drive a minibus or be willing to undertake training.		✓	application
Able to contribute to statistical reports and information gathering process.	✓		application
Abilities			
To listen to and offer support to young people.	✓		application
To cope with distressing situations.	✓		application / interview
To work on a one to one basis with young carers where necessary.	✓		application / interview
Able to work on own initiative and as part of a team, having a mature approach.	✓		application / interview
To be dependable and trustworthy.	✓		application / interview
Experience			
Training in anti-discriminatory ways of working.	✓		application
Experience of working with young people.	✓		application
Teaching qualification		✓	application
Youth work qualification.		✓	application



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JOB APPLICATION FORM

Please complete the application form and return to the above address, using extra sheets if necessary. We **do not** consider CV's.

N.B. PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT

Post Applied For

Surname

First Names

Home Address

.....Post Code

Telephone HomeWork.....Mobile.....

May we contact you at work? Yes/No

REFERENCES

Please give below the names and addresses of two referees, one of whom should be your present or most recent employer. References will be taken up for all applicants short listed for interview.

First Referee:

Second Referee:

Name

Address

Position Held

May we contact this Referee prior to the interview Yes/No

May we contact this Referee prior to the interview Yes/No

DECLARATION

I declare that to the best of my knowledge the information given throughout this form is correct and truthful.

Signed **Date**

1. EDUCATION AND TRAINING

School/College/University	Dates from and to	Qualifications Gained	Grade

2. RELEVANT NON-QUALIFICATION COURSES ATTENDED

Please give details of any courses attended, including the organising body.

3. PRESENT OR MOST RECENT EMPLOYMENT

Current Employer

Address

Job Title

Please give a brief outline of your duties and responsibilities:

Dates of employment: From..... To

Reason for leaving:

4. PAST EMPLOYMENT (MOST RECENT FIRST)

Employer and dates of employment.	Job Title and brief outline of duties

5. VOLUNTARY EXPERIENCE

Please give details of any voluntary work undertaken

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6. OTHER INFORMATION

Do you hold a current Driving Licence? Yes/No

Do you own a car? Yes/No

Is your health generally good? Yes/No

How much time have you lost from work in the past three years due to illness?

7. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this section to give your reasons for applying for this position, including skills and experience relevant to your application. Please refer to the job and person specification for guidance.

Continue on a separate sheet if necessary.

STRICTLY PRIVATE AND CONFIDENTIAL

EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING

South Warwickshire Carers' Support Service is striving to be an Equal Opportunities employer. In order to comply with the requirements of our Equal Opportunities Policy, we request any person who is applying for a paid post to complete this monitoring form.

Information given will be treated as strictly confidential and will be detached from your application on receipt. **It will not in any way be used as part of the short listing process and will be destroyed once information has been transferred to a summary sheet.**

Post Applied For

Where did you hear of this vacancy?

Gender: Male Female

Do you have a disability? Yes No

Date of birth

**Ethnic Origin
(N.B. NOT Nationality or Place of Birth)**

White British White Irish White Any Other (please state)

Mixed White and Black Caribbean Mixed White and Black African

Mixed White and Asian Any other mixed background (please state)

Asian or Asian British – Indian Asian or Asian British – Pakistani

Asian or Asian British –Bangladeshi

Any other Asian or Asian British (please state).....

Black or Black British – Caribbean Black or Black British – African

Any other Black background (please state)

Chinese

Any other (please state)