

Durham County Carer Support

Job Title: Carers in Employment Co-ordinator (Durham area)

Reporting to: Strategic Development Manager

Location: The role is based at the Spennymoor office of Durham County Carers Support, to predominantly work with employers within the County Durham area

Salary: £22,589.60 (35 hours per week)

Contract: 1 year fixed term contract

Job Purpose: To work with employers across the public, private and voluntary sector to raise awareness and understanding of the business case to become more Carer friendly. This will include promoting the benefits of the Carers UK, Employers for Carers (EfC) umbrella membership scheme as well as enabling them to develop policies and other ways to support their staff.

Main Tasks and Responsibilities

- To produce an employer support pack with template copies of a Carer Passport, Carer Policy and other essential information
- Develop a local Carer friendly award for businesses with certificate
- To contact and arrange initial meetings with employers to raise awareness and understanding of the needs of Carers in their employment
- Work with employers to put in place systems to support Carers who have identified themselves as Carers
- Support employers with the development of Carer friendly policies and Carer passports
- Provide training sessions for HR Managers and supervisors within SMEs and health partners
- To take part in staff support days within businesses and health settings
- Support employers to become Carer Friendly Employers and promote the national Carer Confident Benchmarking Scheme
- Provide Specialist Support, information and advice to Carers struggling with maintaining employment

- To hold meetings in person and virtually with the decision makers and HR Managers to persuade them of the value of becoming a Carer friendly employer
- Produce a survey for both employers and Carers in employment to evaluate the difference the project has made
- Publicise and promote our service to employers to increase referrals for support.
- Monitor and evaluate project outcomes as required by Durham County Carers Support and commissioners.
- To work with fellow Carer Support Coordinators and Development Workers to share knowledge and skills
- To attend meetings, training courses and events as required
- To occasionally work weekend and evening hours, for which time in lieu will be given
- To be committed to all Durham County Carers Support policies and procedures
- To undertake any other duties as determined by the Service and Support Manager, in keeping with the purpose of the post.

PERSON SPECIFICATION

Essential

- This post requires enhanced DBS clearance
- An understanding of and a sensitive approach towards the situations, needs and difficulties faced by Carers
- Extensive knowledge and understanding of legislation and current policies relating to Carers and employment
- Good understanding of Carer support services, the difference they make and why it is essential that Carers are recognised and supported
- Experienced and comfortable with influencing and relationship building with other professionals
- An understanding of the issues affecting Carers
- Ability to work both as part of a team and on own initiative
- Excellent skills and experience of working with Microsoft office, including word
- Proficient in the use of internet/email/ database
- The equivalent of an A level qualification or above
- Full driving licence and access to a car
- Good written and verbal communication/interpersonal skills
- Ability to maintain accurate records, identify monitoring requirements and complete monitoring information
- Ability to communicate effectively with people at all levels
- Willing to undertake training and development

Desirable

- Health & Social Care qualification
- Experience of working with Carers
- Knowledge of local services and resources available to Carers
- Experience of working in HR
- Experience of working in or with the Voluntary and Community Sector