



Young Carers Development Trust

YCDT Charity Youth work Manager

Job Pack

November 2018

Back ground

Established as a charity in 2012, the Young Carers Development Trust has two clear aims:

- To improve the life chances of talented young carers by giving them targeted and sustained support to raise and achieve their educational, personal and career aspirations
- To inspire other young people to achieve despite the challenges they face.

Recent research by the Carers Trust (January 2017) shows that 73% of young carers take time off school to look after a family member. This can equate to an average of 10 weeks of missed schooling per year as a direct result of their caring role. YCDT's unique model has been adapted from an initial pilot project 7 years ago. Our approach is to work with local young carers' services to identify young carers with real potential who are unlikely to succeed without targeted support and then we match the individual beneficiary to a suitable Development Manager (mentor) who offers sustained support, advice and networking opportunities. We also provide financial assistance in their studies (e.g. tuition, study guides, travel costs to visit universities). We provide support for up to five years to each young carer and recognise that there will be set backs during this time. To date, we have supported 13 young carers in the South West region and seen the individuals and wider support networks for these young people benefit greatly as a result.

AD, one of our first beneficiaries had significant caring responsibilities for her mother and was the first in her family to go on to further education. She has completed her degree in psychology with a 2:1 and now has a training contract and a full time job in the NHS, the first of her academic papers was published this year. AD regularly gives talks and supports other young carers to achieve. She says:

"I would say that YCDT and the people who work there have honestly changed my life. I am a successful graduate, working full-time in the career I have always dreamed of"

Other beneficiaries have gone on to start their own successful businesses, undertake degrees and one has been offered a place at Oxford.

Our development managers come from all walks of life but all have excelled in their chosen career or area of expertise. We match them to the beneficiaries carefully, train and support them throughout the course of the relationship and have robust safeguarding and supervision systems in place.

One of the key principles of our work is that our beneficiaries are then supported to become leaders and role models for those in similar circumstances. As they progress, we facilitate opportunities for these beneficiaries to tell their stories as an inspiration not only to other young carers, but also to local youth community groups and schools. This extends knowledge and understanding of the role of young carers within the wider community.

YCDT has grown and consolidated over the last four years and we are seeking the right individual to take the trust forwards to our next stage of growth.

Job description and person specification

Youth work Manager

Hours: 15-18 hours per week (flexible and to be negotiated with the successful candidate, some evening and weekend work will be required)

Wage: £24,000 - £30,000 FTE initially (with a PRB upon successfully hitting targets)

Location: Home working or hot desk office based would be considered. In any case the successful candidate will live within 90 minutes travel of Bath and would be expected to work in Bath, Bristol or Salisbury at least one day a week. For those homeworking a small allowance would be paid.

Applicants: Please send your CV and a supporting statement of no more than 2 sides of A4 clearly outlining how you meet the Personal specification. Please send this to karinae@ycdt.org.uk

Deadline: 2nd December. However, we will be interviewing candidates on a rolling basis.

Interviews: There will be a two part application process. The first a phone call or Skype, the second a face to face interview to be agreed at a mutually convenient time.

YCDT is seeking an experienced individual to support the development of our beneficiaries and to support the DMs in their work. You will be one of two directly employed staff members. The Charity Manager oversees the development, governance and administrative elements of the charities work and you will work closely together to ensure that cover is provided. You will provide supervision and support to our team of 6 DMs (mentors). You will be fully supported by the board of trustees.

The Youth Work Manager has oversight of the young carers that we work with and there are a series of targets and deadlines associated with this role. Not all targets will be met directly by the Youth Work Manager personally but through networking, using existing contacts and resources and by delegation to the appropriate trustees and other persons/ third parties.

A. Operational

Support of DMs

The Youth Work Manager is responsible for

- maintaining an ongoing and positive, supportive relationship with all DMs primarily through supervision meetings.
- recommending training needs and safeguarding issues and any additional needs to trustees at quarterly trustee meetings.
- carrying out an annual review meeting with each DM with a trustee.
- Carry out monthly or bi monthly supervision meetings and record notes for meetings as a routine.
- Source or provide training for DMs as required

Support of Beneficiaries

With the support of the Trustees the charity manager is responsible for

- managing the initial referral process,
- working with the Charity Manager to network with Young Carers referral agencies
- receiving appropriate referrals, obtaining trustee approval and then matching them to an available DM.
- when necessary supporting the development of a productive and healthy mentoring relationship between DM and Beneficiary.
- logging and reporting any concerns to the appropriate trustees
- Responsibility for maintaining first line of Safeguarding. Further support is provided by suitably experienced trustees.

B. Governance

- Support the Charity Manager to update policies and procedures as required (supported by trustees).
- Implement all operational policies and procedures, work with the Charity Manager to update as necessary and review annually.

C. Financial / Fundraising

The Youth Work Manager is responsible for:

- Supporting the Charity Manager to ensure that all DM and beneficiary expenses and financial records are kept in order at all times.
- Providing the Charity Manager with appropriate case studies and reports for our funders.

D. Monitoring and evaluation

To ensure that you work together with the Charity Manager to gather a body of supporting evidence to support the growth and accountability of the charity

E. Marketing and communications

The Youth Work Manager is responsible for

- Ensuring that the Charity Manager has fresh content for use across all our media.
- Ensuring that there are effective means of communication in place between beneficiaries, DMs, trustees and that the charity remains GDPR compliant

Person specification.

We do expect that the ideal candidate will have every one of the essential skills. We are prepared to work with the right candidate to develop the areas where they have less expertise within the desirable areas of the work.

	Essential	Desirable
Experience of working with young people	✓	
Self-management skills to maintain work-life balance	✓	
Experience of managing volunteers		✓
Self-starter, the ability to prioritise workload.	✓	
Demonstrable understanding of the impact of a caring role on a young carers life chances (both negative and positive)	✓	
A broad knowledge of voluntary and statutory sector services for young people	✓	
Confident communicator with excellent standard of both written and verbal English.		✓
Proficiency using MS Office applications		✓
Proficiency in use of social media		✓
Commitment to maintaining continued professional development	✓	
A preparedness to work with us to increase the reach and impact of our work	✓	

Self-motivated and pro-active, with the ability to work both as part of a team and independently.	✓	
Willing to travel within the South West and work occasional out-of-hours (weekends, outside 9am-5pm – TOIL will be given)	✓	