**Job Description**

**Job Role:** Carers Community Support Worker

**Hours of work:** 35 hours per week – usually Mon – Fri but flexibility required to work on weekends and evenings to meet the needs of the project.

**Contract Type**: Fixed Term until 30th June 2026.

**Pay: £15.93 per hour**

**Job Location:** Office and community based - Norfolk Lodge, Park Grange Road Sheffield S2 3QF, frequent travel will be required within Sheffield communities.

* To plan, manage and develop carer groups and support in the community and within the Sheffield Mencap and Gateway centre.
* To produce and deliver a plan of group activities, workshops, information sessions, drop-in sessions, family events in the community.
* To promote the Carers groups and support to a wider audience, including BAME and hard-to-reach communities.
* To identify and recruit Carers to our service, including younger carers who do not receive any support currently.
* To network and develop relationships with existing community and support groups.
* To provide appropriate support, advice and signposting to carers as needed
* To undertake appropriate risk assessments to ensure safe management of Carer groups.
* Record individual and group outcomes as required.
* To evaluate sessions and use data to improve and develop the delivery of groups, workshops, information sessions and drop ins.
* To work with the Volunteering Manager to induct and train carer volunteers.
* Attend internal and external meetings as required.
* To contribute to promotional materials
* To take on additional duties as directed by the Service Manager responsible for the project.

**General:**

All Sheffield Mencap and Gateway employees are required to:

* Comply with all organisational policies and procedures including those related to Safeguarding and Health and Safety
* Participate in and contribute to supervision / appraisal process, team meetings, all relevant training and staff away-days.
* Co-operate and liaise with colleagues internally and externally.
* Behave in a professional manner at all times.
* Make a positive contribution to the vision of Sheffield Mencap and Gateway through their work.

**Person Specification:**

The successful candidate will demonstrate they possess the following criteria:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Criteria* | *Standard* | *Essential* | *Desirable* | *Measure* |
| **Education / Qualifications** | 1. Educated to A Level standard with Maths and English GCSE’s at level C or above (or equivalent) | **X** |  | A, D |
|  | | | | |
| **Experience** | 2. Providing support services for carers | **X** |  | A, I |
|  | 3. Confident and competent user of Microsoft office programs (Outlook / Word / Excel etc) | **X** |  | A, I |
|  | 4. Planning and delivering/ facilitating Information sessions /workshops | **X** |  | A, I |
|  | 5. Supporting and signposting Carers | **X** |  | A, I |
|  | 6. Managing volunteers |  | **X** | A, I |
|  | | | | |
| **Skills & Abilities** | 7. Great at networking and building relationships with a range of stakeholders | **X** |  | A, I |
|  | 8. Excellent organisational skills, prioritising of tasks and time management | **X** |  |  |
|  | 9. Able to communicate clearly and professionally verbally and in writing to a range of individuals | **X** |  | A, I |
|  | 10. Good interpersonal and team working skills | **X** |  | A, I |
|  | 11. Excellent report writing skills including service evaluations and monitoring | **X** |  | A, I |
|  | 12. Able to work independently and as part of a team. | **X** |  | A, I |
|  | | | | |
| **Other Requirements** | 13. An understanding of the issues faced by people with a learning disability and their family carers | **X** |  | A, I |
|  | 14. Experience of working with people with a learning disability and their family carers | **X** |  | A, I |
|  | 15. Availability to work occasionally out of hours | **X** |  | A, I |
|  | 16. Willingness to undertake training as required. | **X** |  | A |
|  | 17. Car Driver |  | **X** | A |

* **Measures:**
* **A: Application Form**
* **I: Interview / Exercise**
* **D: Document checks**