



Young Carers Administrator

Royal Borough of Windsor and Maidenhead Young Carers

Based in Maidenhead

14.8 hours per week

Grade 1 (upper) point 6-10: £18,347 - £20,282 FTE (£7,338.80 - £8,112.80 per annum)

Inclusive of Outer Fringe Weighting

Permanent Contract

This is an exciting opportunity to work for the Family Action Windsor and Maidenhead Young Carers Service. Funded by the National Lottery, we are looking for a motivated and dynamic Young Carer Administrator to join our Young Carers Service to develop and strengthen our relationship with the Healthcare Sector in order to promote early identification of young carers and develop effective referral routes for young carers to access support for their own wellbeing and development.

Family Action runs a number of Young Carers Support Services across England. RBWM Young Carers service provides a whole-family approach, working collaboratively with parents, children and young people aged between 5 to 18 years old who are dealing with the emotional, practical and physical pressures of life as a young carer. We work with families and other professionals to reduce the "burden of care" by mobilising support around the young carer and their family. We offer a range of support including outcome focussed assessments, 1-1 sessions, and wellbeing programmes. Family Action is committed to making sure that caring is a positive experience for all their young carers. While they continue to provide care, young carers should be able to lead healthy and fulfilling lives.

Your impact

Collaborating primarily with health professionals, you will advocate for greater recognition and support for young carers and develop and maintain suitable referral routes for young carers to access personalised individual support that identifies wider issues impacting their health and wellbeing.

Your skills

The successful candidate will have a passion for working with children, young people and their families. You will have knowledge and understanding of the impact caring for another person can have on a young person as an individual and within family dynamics. You must have excellent written, verbal and interpersonal skills and have good IT skills, particularly using emails, Microsoft Office and experience of using data bases. You will have excellent communication skills and be able to work with families and key partners to identify and support young carers.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

Family Action is a great organisation to work for; we were recently awarded accreditation by Best Companies as a reflection of the "very good" levels of employee engagement. In addition, we were



recently placed on the Sunday Times Best 100 not-for-profit organisations to work for in 2020. In recent years we have created an organisational atmosphere that is forward-looking, entrepreneurial and focused on impact and excellence. We want talented, creative, motivated people to join us and make us even better. Family Action has also recently won Charity of the Year 2021 in the Third Sector Awards.

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Please complete an application form to be considered for the role. For an application pack and further information visit www.family-action.org.uk/workingwithus

Please email completed applications to: completed.application8@family-action.org.uk

Closing date: Monday 31st January 2022 at 09:00am
Interview dates: week commencing 7th February 2022

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

Deadline extended – if you have already submitted an application form you are not required to apply again.