

JOB DESCRIPTION

Job Title:	Community Engagement Practitioner
Service:	Leeds Young Carers Support Service
Salary:	Grade 2 (lower) point 11-15
Hours:	21 hours per week (part-time)
Location:	Henry Barran Centre, Leeds (city-wide service)
Responsible to:	Service Manager

Job Function:

To engage with communities, schools/colleges, GPs, health practitioners, youth workers and other relevant practitioners, to raise awareness of the early identification of need of young carers and of the city's early help offer, including what support is available through the Young Carers Support Service. To ensure a co-ordinated approach to communication and publicity by working closely with other carers' services to promote and activity participate in Carers' Rights Day; Carers Week; Carers' Celebration Events; Young Carers Awareness Day. To work with services to ensure that young carers requiring support to access education, employment and training opportunities are referred as appropriate. To deliver a Young Carers Programme which will upskill staff from schools and wider services in identifying and supporting young carers. To recruit, train and supervise volunteers, who will support all elements of the service.

Summary of Job:

The post holder will share and embrace Leeds City Council's vision of creating the best city for children and young people to grow up, and in particular young carers. The vision is for all children and young people to be safe from harm; do well at all levels of learning and have skills for life; enjoy healthy lifestyles; have fun growing up and are active citizens who feel they have a voice and influence.

The Community Engagement Practitioner will assist the Service Manager and other team members in the development of the Young Carers Support Service in Leeds. This service will deliver across three main elements: information and advice; targeted support and awareness raising. The Young Carers Support Service will provide bespoke young carers support across the City of Leeds, using evidence-based approaches to improve outcomes for children, young people and their families.

Working in line with the Leeds Young Carers Strategy and Early Help Strategy, the Community Engagement Practitioner will ensure Family Action is Stronger Than Ever for the children, young people and their families across the City of Leeds.

Key Tasks and Responsibilities:

1. Engage with communities, schools/colleges, GPs, health practitioners, youth workers and other relevant practitioners, to raise awareness of the early identification of need of young carers and the service's early help offer.
2. Work with services to ensure that young carers requiring support to access education, employment and training opportunities are referred as appropriate.
3. Deliver Young Carers Programmes which will upskill staff from schools and wider services in identifying and supporting young carers. This will involve delivering presentations and training, as well as liaising with key school staff to formulate action plans.
4. Support young carer workshops and events to promote the service, further develop and celebrate the success and achievements of young carers, their families and our work.
5. Recruit, train and supervise volunteers, who will support all elements of the service.
6. Develop and maintain information and training resources to a high standard.
7. Undertake administrative duties and maintain clear and professional records of progress, recording this on the relevant electronic recording system to ensure best practice.
8. Maintain an excellent understanding of safeguarding and comply with Family Action and local authority procedures for promoting and safeguarding the welfare of children and vulnerable adults.
9. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
10. Ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
11. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties, as required.
12. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services

Person Specification

1. Educated to level three or above with a recognised professional qualification in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.
2. Skills, knowledge and experience in participation and co-production models of working with children, young people, parents, carers and/or families.
3. Experience in working with, leading on and developing volunteers, peer support or student placement roles.
4. Experience in planning and delivering inclusive training, hosting workshops or events to a range of audiences.
5. Ability to plan, organise, communicate and prioritise workloads and development programmes effectively both verbally and in writing.
6. Knowledge of the impact of childhood caring responsibilities on education, health and wellbeing.
7. Skilled in delivering effective, engaging and motivational presentations.
8. Confidence and competence in the use of IT including Microsoft Office and managing an Outlook account.
9. Ability to work independently and as part of a team within a framework of policy and procedure.
10. Awareness and understanding of diversity and equal opportunities and a genuine commitment to anti-oppressive practice.
11. Proven ability to work flexibly, undertaking out of hours work - including mornings, weekends, evenings as required by the service.
12. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services