

## YOUNG CARERS SUPPORT WORKER JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Young Carers Support Worker
<b>Salary:</b>	£23,446.33
<b>Hours of Work:</b>	35 hours per week
<b>Contract Type:</b>	Permanent
<b>Office base:</b>	PKAVS Carers Centre, Lewis Place, North Muirton, Perth, PH1 3BD
<b>Responsible to:</b>	Young Carers Coordinator
<b>Responsible for:</b>	No direct reports

### About PKAVS

PKAVS is a well-established local charity at the heart of Perth & Kinross. Each year we support thousands of people - unpaid carers, those living with mental health challenges, and the local third sector - helping them feel valued, included, and empowered. With a dedicated team of 80 staff and volunteers, we work to make sure individuals and communities can flourish. Joining PKAVS means being part of a compassionate, collaborative organisation where your work truly makes a difference.

### About the role

We are looking for a highly motivated person to work within a small, supportive, and dynamic team striving to recognise and enhance the potential of young people.

You will be involved in developing and delivering high quality individual support and group work programmes designed to improve outcomes for Young Carers.

You must have a flexible approach, working in collaboration with team members, volunteers, and external agencies in developing and participating in a range of activities and services delivered after school and during school holidays. An adventurous and fun loving attitude would be an advantage!

**\*Please note due to the nature of this role a drivers license and access to a vehicle would be essential.**

## **Duties and Responsibilities**

- ✓ Meet young carers to complete their Young Carers Statement (YCS) and reviews with a focus on personal outcomes related to their caring responsibility.
- ✓ Liaise with partner agency staff to encourage referral and signposting of Young Carers and their families as appropriate.
- ✓ Support with the development and facilitation of term-time respite groups, school holiday activities and residentials.
- ✓ Where appropriate provide short term 1-1 support for young carers to address needs identified in their support plan.
- ✓ Attend relevant professional and stakeholder meetings to advocate on behalf of Young Carers related to the impact of their caring responsibilities.
- ✓ Attend weekly team meetings and development days throughout the year.
- ✓ Carry out admin tasks to ensure accurate recording of all contacts with young carers and their families.

## **Training and Development**

- ✓ Engage in support and supervision and annual appraisals with your line manager.
- ✓ Seek personal support and opportunities for self-development and undertake appropriate training as directed by your line manager.

This job description is not an exhaustive list of tasks, and the post-holder may be asked to undertake any other reasonable duties in connection with their post.

## Person Specification

Qualifications and Experience	
1	Strong interest or experience in working with young people.
2	Strong interest or experience in working within the Voluntary Sector.
Knowledge & Understanding	
3	A strong passion for, or, knowledge of issues affecting young carers.
4	Interest in, or, understanding of the needs of young carers.
5	Interest in, or, knowledge of support services available to Young Carers and their families across all sectors.
Skills & Attributes	
6	Able to work empathetically with children and young people and their families, particularly Young Carers.
7	Able to work as part of a team.
8	Able to use own initiative and prioritise own workload efficiently.
9	Able to carry out work using Microsoft Office programmes.
10	Able to travel independently in the course of your work and have access to a car.

## Additional Information

<b>Employer:</b>	Perth & Kinross Association of Voluntary Service Ltd. shall employ the post-holder (a registered charity in Scotland SC 005561).
<b>Location of Work:</b>	This post will be based at PKAVS Carers Centre, Lewis Place, North Muirton, Perth, PH1 3BD or other sites/services as required by the organisation.
<b>Responsible To:</b>	Young Carers Coordinator.
<b>Probation:</b>	This post carries a 6-month probationary period.
<b>Induction:</b>	A planned Induction Programme will be offered together with relevant job specific training.
<b>PVG (Protecting Vulnerable Groups):</b>	This post requires a PVG (Protecting Vulnerable Groups) check.
<b>Offer of Employment:</b>	An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK.
<b>Support and Supervision:</b>	The post holder will receive regular support and supervision carried out by Young Carers Coordinator.
<b>Holidays</b>	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p><b>On appointment - 238 hours</b></p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p><b>After 2 years - 252 hours</b></p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p><b>After 3 years - 273 hours</b></p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p> <p>Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.</p>
<b>Pension Scheme:</b>	PKAVS Ltd operates an auto enrolment pension scheme.

### **PKAVS values everyone as an individual**

We define diversity as valuing each person's uniqueness and what makes us who we are. We are committed to creating a great place to work where everyone feels valued and able to play to their strengths in the delivery of our charitable purpose.

We promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy, maternity, race, religion, or belief.

PKAVS is a Disability Committed Employer, which means we value and support employees with disabilities, fostering an inclusive, accessible, and empowering workplace where everyone can thrive and contribute fully.