

JOB DESCRIPTION

Job Title:	Parent Carers Support Worker
Salary:	£25,082.51 per annum (salary scale point 4.1), full-time equivalent (35 hours)
Hours of work:	35 hours per week
Contract Type:	Permanent
Office base:	PKAVS Carers Centre, Lewis Place, North Muirton, Perth, PH1 3BD
Service:	Adult Carers Team
Responsible to:	Adult Carers Coordinator
Responsible for:	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 70 staff and 50 active 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.

What we offer?

- ✓ Enhanced company sick pay.
- ✓ Pension scheme contributions.
- ✓ Access to the Employee Assistance Programme for mental and physical wellbeing.
- ✓ Blue Light Card discounts.
- ✓ Flexible and family friendly working arrangements.
- ✓ Ongoing training and development.
- ✓ Mileage reimbursement.

Role

We are looking for a highly motivated person to deliver support to Parent Carers. You will provide information, advice and support to help Parent Carers achieve positive outcomes in their lives and caring roles. You will act in the best interest of these carers and those they care for, taking into account current legislation.

Post holders will play a key role in delivering the Parent Carers Project, providing supports and sharing a sound knowledge of the support packages and respite services that are available to carers and those they care for. The ability to support and engage directly with carers and those they care for is an essential element of this role.

Parent Carer – Parent of a child with additional support requirements up to the age of 21.

Key Tasks and Responsibilities

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1. To increase access for Parent Carers to information, advice and support within their locality.
2. To enable Parent Carers to better manage their caring role and look after their own health and wellbeing.
3. Identify early intervention and prevention processes to ensure Parent Carers are less likely to reach crisis with their cared for.
4. To assist Parent Carers to be empowered, able to make informed decisions and to have increased awareness of the supports available to their cared for.
5. To support Parent Carers to have a life outside of caring and achieve personal goals and outcomes.
6. To promote awareness of the Carers Hub within localities.
7. To support and advocate the positive development of a partnership-working approach ensuring the best possible journey for unpaid carers in Perth & Kinross.

Duties and Responsibilities

1. Work alongside and support the Parent Carer Development worker.
2. Work specifically with Parent Carers, ensuring those that wish it, are offered a support plan.
3. Provide clear and concise outcome focused written communication relating to support plans. Ensure that these are clearly evidenced and the outcome(s) for the carers are clearly and accurately recorded.
4. Review support plans with carers at regular intervals and in a timely manner to measure progress towards outcomes.
5. Support with Parent Carer groups and activities as required.
6. Be aware of and work in partnership with care providers, carers support services and other agencies to ensure that we are aware of criteria and referral processes.
7. Through signposting, enable Parent Carers to connect to support services within their community.
8. Work with colleagues within PKAVS to help carers access information, advice and emotional support.
9. Form positive working relationships with Health and Social Care colleagues.
10. Maintain records manually and/or electronically; ensuring GDPR guidelines are followed correctly.
11. Undertake appropriate training as directed by the line manager, and use initiative to actively seek relevant training opportunities.
12. Co-operate with the introduction of new procedures and/or new technology systems.

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13. Participate in PKAVS' team meetings and attend regular support and supervision meetings with line manager.
14. Contribute to the development of the service by attending working groups and other forums as deemed appropriate.
15. Develop a working knowledge of appropriate resources, carer support services and care providers within work localities.
16. Ensure knowledge is up to date regarding relevant legislation and policies.
17. Ensure working practice adheres to existing codes of practice, policy and relevant legislation relating to carers.
18. Work with Ethnic Minority Communities to identify and support unpaid Parent Carers.

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

		Essential	Desirable
Qualifications			
D1	SVQ Level III or HNC in Social Care or equivalent is advantage.		✓
Experience			
D2	Experience or interest in working with unpaid Parent Carers.		✓
D3	Experience or interest in working in the Third Sector.		✓
Knowledge & Understanding			
D4	Understanding or interest in issues which potentially impact Parent Carers.		✓
D5	Knowledge or interest in resources available to support Parent Carers.		✓
D7	Understanding or interest in Health & Social Care Integration.		✓
E1	Understanding or interest in the SSSC Codes of Practice.	✓	
Skills & Attributes			
E2	Effective communication skills – both written and oral.	✓	
E3	Ability to plan, organise and prioritise workload.	✓	
E4	Effective report writing skills.	✓	
E5	Excellent interpersonal skills – a supportive manner and positive approach.	✓	
E6	Ability to work as part of a team and also using own initiative.	✓	
E7	High standard of IT literacy.	✓	
E8	Commitment to Continuing Professional Development.	✓	
E9	Ability to travel independently in the course of your work and have access to a car.	✓	

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Additional Information

Employer:	The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	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
Responsible To:	Adult Carers Coordinator.
Probation:	This post carries a 6 month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
PVG (Protecting Vulnerable Groups):	This post requires a PVG (Protecting Vulnerable Groups) check.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK.
Support and Supervision:	The post holder will receive regular support and supervision carried out by the Adult Carers Coordinator.
Holidays	<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>On appointment - 238 hours</p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p>After 2 years - 252 hours</p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p>After 3 years - 273 hours</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>
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS is an Equal Opportunities employer