

YOUNG CARERS COORDINATOR JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Young Carers Coordinator
Salary:	£31,818.79 FTE (Salary Scale ML1.2)
Hours of Work:	35 hours per week
Contract Type:	Permanent
Office base:	PKAVS Carers Centre, Lewis Place, North Muirton, Perth, PH1 3BD
Responsible to:	Carers Centre Manager
Responsible for:	Young Carers Team

About PKAVS

PKAVS is a long-standing local charity, rooted in Perth & Kinross since 1972. We exist to help people flourish and communities thrive. Every day, we walk alongside those we support, helping them feel connected, valued, and able to shape the things that matter in their lives and communities.

At PKAVS, you'll join an inclusive and supportive team culture built on compassion, togetherness, honest communication, and a shared commitment to making a positive impact. When you work with us, you become part of something meaningful - helping to create a place where everyone has the chance to live a fulfilled life.

Why join PKAVS?

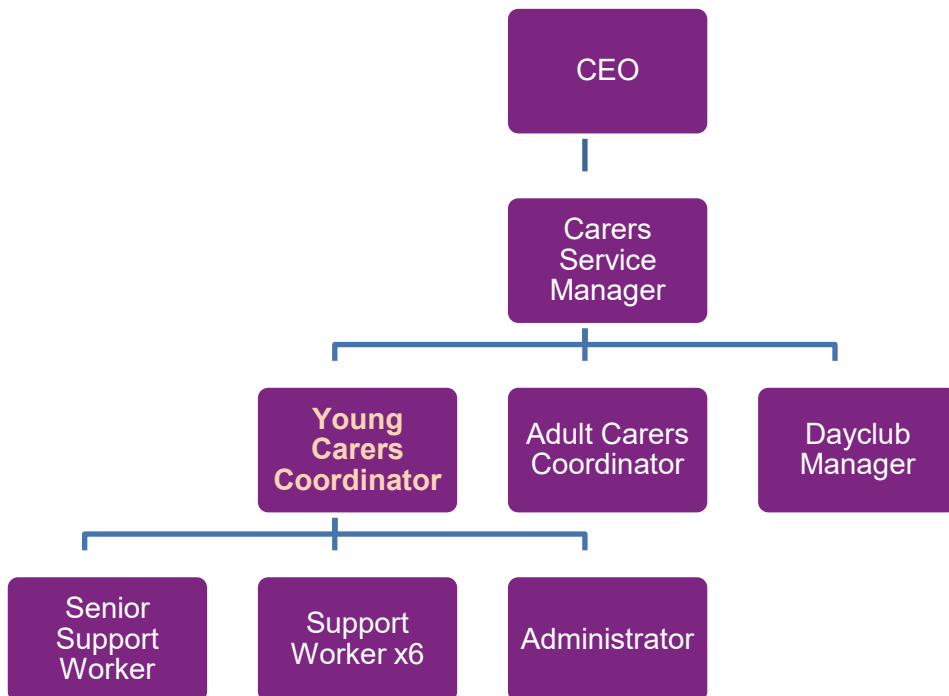
- ✓ Work with a friendly, supportive, and values-led team.
- ✓ Make a real impact in the lives of children, young people, and families.
- ✓ Generous 7-week holiday allowance.
- ✓ Enhanced company sick pay.
- ✓ Pension scheme contribution.
- ✓ Access to an Employee Assistance Programme for mental and physical wellbeing.
- ✓ Blue Light Card discounts.
- ✓ Flexible and family-friendly working arrangements.
- ✓ Ongoing training and development opportunities

About the role

This is a unique opportunity to lead a well-established and highly valued service that makes a life-changing difference to young carers across Perth & Kinross. Your leadership will ensure that young carers have the recognition, support, and opportunities they deserve.

You will lead the Young Carers Project both strategically and operationally, managing and supporting a dynamic team striving to recognise and enhance the potential of young carers.

This role sits within the Carers Service and reports to the Carers Service Manager, with line-management responsibility for the Young Carers Team.



Duties and Responsibilities

1. Strategic Leadership:

- Overseeing the ongoing development of the young carers service thus ensuring the service is best meeting the needs of the young carers we support.
- Advocate at a local and national level to ensure that young carers voices who live in Perth & Kinross are heard.
- Have responsibility for budget setting and budget management so ensuring the service operates within its means. (Support will be available from the Fundraising Manager and Carers Centre Manager.)
- Be proactive in identifying and applying for appropriate funding, with the help of the Carers Centre Manager, and ensuring that subsequent funding reports are returned in a timely manner.

1. Operational Duties:

- With the support of the Fundraising Manager, reporting to all funders who support the service in a timely manner including attending 2 monitoring meetings each year with Perth & Kinross Council.
- Develop and maintain good working communication with partners creating a programme of joint working opportunities including inputs and training offers from partners to be delivered at team meetings.
- There may be elements of delivery support where appropriate, therefore an adventurous and fun loving attitude would be an advantage!

2. Team Management:

- Provide inspiring, compassionate leadership to the Young Carers Team, promoting PKAVS values of community, honesty, compassion, and empowerment.
- Offer annual appraisals, caseload reviews, and discuss professional development opportunities tailored to individual team members' strengths.
- Support recruitment, induction, and absence management within the team.

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	
	Educated to degree level or equivalent experience.
	Experience of working within social care is an advantage.
	Experience in writing grant applications and organising events is desirable, but a strong interest and willingness to learn are equally valued.
	Experience of working in the Third Sector is an advantage.
	Experience of staff supervision and people management.
	Previous experience of working effectively in collaboration with a wide range of external agencies and partners.
	Understanding of issues which potentially impact young carers.
	Understanding the process of outcome focused assessments.
	Effective communication skills – both written and oral.
	Ability to plan, organise and prioritise workload.
	Effective report writing skills.
	Effective interpersonal skills – a supportive manner and positive approach.
	Ability to work as part of a team and also using own initiative.
	Ability to work with monitoring and evaluation frameworks.
	High standard of IT literacy.
	Experience with event organising.

Additional Information

Employer:	Perth & Kinross Association of Voluntary Service Ltd. shall employ the post-holder (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:	Carers Centre Manager.
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 Carers Centre Manager.
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 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.