**Young Carers**  
**Policy & Development Officer**  
**Job Description**

<table>
<thead>
<tr>
<th>Employer</th>
<th>Carers Trust Cambridgeshire/Peterborough</th>
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<tr>
<td>Title</td>
<td>Young Carers Policy &amp; Development Officer</td>
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<tr>
<td>Accountable to</td>
<td>Young Carers/ Young Adult Carers Manager</td>
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<tr>
<td>Hours</td>
<td>30 hours per week. Hours to be worked flexibly and will include evenings and weekends and travel.</td>
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<td>Salary</td>
<td>£25,000</td>
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<td>Location</td>
<td>TBC but Head Office is in St Ives</td>
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**Overall Purpose**

To support our Young Carers/Young Adult Carer services to influence and build effective relationships and partnerships.

To develop and implement a strategy to improve the identification and support for Young Carers and Young Adult Carers within schools, colleges and universities.

To support the development and implementation of a strategy to improve the identification and support for Young Carers and Young Adult Carers within health, mental health services, organisations, businesses and employers.

To build the capacity of organisations, education providers and other stakeholders to support Young Carers and Young Adult Carers.

To develop means to engage with young carers/ young adult carers and influence service innovation nationally, regionally, locally and within Carers Trust Cambridgeshire & Carers Trust Peterborough.

Promote preventative intervention and a whole systems/family approach.

**Policy into practice**

- To utilise tools developed by Carers Trust and where necessary, develop additional ‘How to’ guides, templates and practical resources to effect change, consulting with key stakeholders to ensure products are fit-for-purpose.
To support the development of an engagement and participation strategy for CTC/CTP to involve carers in influencing the work of CTC/CTP and wider.

To respond to consultations and calls for evidence, incorporating the views of young carers and families.

To produce policy reports, briefings and articles for internal and external use, outlining and evidencing current local status, the need for change and potential solutions, drawing on best practice.

Monitor and influence the development and implementation of support in line with the Care Act 20154 and Children and Families Act 2014.

Capacity Building

- Engage with organisations to raise their awareness of carers issues and build their ability to identify and reach out to carers via training, advice and sharing resources and best practice examples.
- Specifically, to engage with organisations supporting people from minority groups to identify and overcome additional factors influencing access and support.
- To support schools and local authorities in developing models and tools to improve provision and practice with young carers, young adult carers & their families.
- Work with a range of other voluntary, statutory and private sector organisations with a local presence, to increase their carer awareness and support.
- Develop and organise targeted training sessions for organisations, as well as a tailored toolkit and training to build confidence and skills in the workplace.

Young Carer/ Young Adult Carer Involvement

- Help develop innovative ways to expand our reach to communicate and engage with hundreds more young people.
- Engage and involve young carers and young adult carers in the planning, development and evaluation of projects through a participatory framework.
- Engage and involve young carers and young adult carers as contributors, experts, trainers and influencers in the delivery of young carers and young adult carers services.

Administration

- To provide information, reports, monitoring and evaluations as required.
- To keep accurate records as required.

Other

- To attend training and study days etc as agreed in your personal training and development plan.
- To attend regular Supervision and meetings.
• To promote the organisation effectively, giving public talks and presentations as agreed.
• To work alongside other Young Carers organisations locally and other Carers Trust Young Carers/Young Adult Carers services projects, as required.

You will need to have an Enhanced DBS disclosure.

**IT IS IMPERATIVE THAT EQUAL OPPORTUNITY PRINCIPLES AND CONFIDENTIALITY BE RESPECTED AT ALL TIMES.**