

## **Job Description**

### **Carers Awareness Worker**



**SALARY:** (Per annum, Pro rata)

Probation: £20,515

Basic: £20,946

Grade 1: £21,888

Grade 2: £22,625

**HOURS: 18 per week**

**OFFICE LOCATIONS:** Currently Ripley, Derby and Chesterfield, other Nottinghamshire bases to be confirmed

#### **GENERAL:**

Responsible directly to the Board of Trustees of the Company and accountable on a day to day basis to the Business Development Manager or other nominated person.

To work to further the aims of the Company as laid out in the Memorandum and Articles of Association and as directed by the Board of Trustees.

This is an exciting and innovative opportunity for an experienced individual to raise awareness of Carers through organisations within Nottinghamshire to increase identification and improve experiences and create Carer compassionate communities.

#### **DUTIES:**

Identify services where Carers will have regular contact including:

- Leisure, cultural, community and amenity services
- Healthcare providers
- Community and voluntary organisations
- Commercial organisations providing leisure, entertainment or retail services

Providing information and advice to organisations that deliver services to the public to enable them to:

- become more inclusive and welcoming to carers and the people who they care for
- where appropriate, to identify carers and signpost them to information, advice and support

Create training materials and deliver Carers Awareness sessions to representatives from organisations including Carers Express Sessions.

Maintain records and complete monitoring

### **Qualifications, Experience and Knowledge Requirements**

- Knowledge of Carers and issues impacting them, especially around training and employment
- Knowledge of planning and promoting events and training
- Experience of writing reports and monitoring

### **Preferred Skills**

- Excellent organizational skills
- Positive and proactive attitude
- Excellent communications skills both written and oral
- Excellent numeracy skills
- Attention to detail
- Great time management and ability to handle demanding workloads