

Job Description

Carers in Employment 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 Nottingham 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 Carers in Employment Lead 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 help employers support Carers who are employed by them to improve the experiences of Carers in Employment.

DUTIES:

Develop and deliver support activities for employers, to promote best practice in relation to their own employees who are carers

Work with employers of all sizes and will work with the Council and other partners' business and enterprise services to identify and contact employers.

Support Employers to subscribe to the Carers in Employment Pledge where they will receive support to introduce Carer-Friendly Policies, recruit a Carers Champion, attend Carers Awareness Training and build Carer compassionate work places.

Engage with facilitators to create course materials and toolkits

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