



Activity Group Worker

(Full-time)

Grade/salary band: £18,000 pro rata, per annum dependent upon experience

Hours: 35 hours

Accountable to: Activity Respite Manager

Purpose of Role

To support the work at Cheshire Young Carers and our Activity Respite Manager, to ensure that all sessions/events are organised effectively, are accessible to young carers and that a variety of fun activities are provided. Identify and work with partners across the county to ensure facilities and activities are in line with the young carers needs.

This role will be predominantly based in Cheshire West carrying out our activities / workshops. At our office in Ellesmere Port when not on activities and occasionally home based.

Main Duties and Responsibilities

- Assist with the creation and delivery of inspiring, fun activities and events for young carers aged 6-18 years.
- Assist with the creation and delivery of special events around school holiday periods
- Ensure transport and registers are kept up to date for all sessions
- Continually monitor young carers engagement with the programme of activities and identify support for hard-to-reach young carers
- Develop knowledge of other services in the community for young people and ensure this information is available to young carers and session leads
- Ensure the booking/organisation of resources, volunteers, facilities, and staff where necessary for young carers activities to take place
- Work in partnership with other agencies and groups to maximise opportunities for young carers
- Work patterns will include days, evenings, and some weekends
- Any other tasks reasonably expected by CYC commensurate with position

Key: (D) = Desirable requirement (E) = Essential

Skills/Abilities/ Knowledge

- Strong interpersonal and communication skills (E)
- Strong organisational skills (E)
- Ability to tailor communications appropriately to the target audience (E)
- Ability to multi-task and prioritise own workload (E)
- Ability to remain calm when under pressure and work to strict deadlines (E)
- Ability to maintain, develop and implement systems (E)
- Effective project management skills (D)
- Knowledge of Young Carers (D)

Education/ Qualification

- Educated to GCSE level or equivalent including English and Maths at grade 'C' or above (E)

IT Skills

Competent MS Office User, confident using.

- MS Excel (E) (spreadsheet creation, formatting & maintenance)
- MS Word (E) (letter & table creating and formatting)
- MS Outlook (E) (emails, calendar, task list)
- MS PowerPoint (D)
- Social media platforms (E)

Experience

- Experience in Administration role (E)
- Experience working with volunteers (D)

Attributes

- Flexible and adaptable approach to work (E)
- A 'can do' attitude towards work (E)
- Ability to work unsupervised within the limits of authority – the ability to self-manage (E)
- Team player with collaborative and supportive style (E)
- Ability to work occasional evenings and weekends (E)
- Ability to travel to occasional meetings away from the office (E)
- Clean driving license to be held (E)
- Must be able to drive and have access to a car (E)
- Office based in Ellesmere Port, when not out on Activities.