



## Education Liaison Officer

**(Full-time)**

**Grade/salary band:** £18,000 to £20,000 Pro rota, per annum, dependent upon experience

**Hours:** 35 hours a week

**Accountable to:** Managing Director

## Purpose of Role

For the role of Education Officer, you will:

- Delivery appropriate training for education providers
- Create and sustain partnerships with education providers across Cheshire
- Conduct assessments with young carers

## Main Duties and Responsibilities

- Deliver training and guidance to provide teachers/support staff with the relevant knowledge to identify and support young carers
- To work with colleagues to integrate the education programme into the current service, ensuring it supports and progresses the development of young carers
- To prepare the relevant data and service reports for funders, users and stakeholders
- Take responsibility for ensuring all new programmes are in accordance with Cheshire Young Carers policies
- Raise the profile of Cheshire Young Carers work through networking and distribution of information, service updates, reports and presentations across the county
- Have a knowledge of support services to ensure the education programmes reflects the support they can provide the young carers
- To attend meetings with elected members and other internal and external meetings that are deemed appropriate
- Any other tasks reasonably expected by Cheshire Young Carers commensurate with the position

Please note this post is subject to a three-month probationary period. DBS disclosure applies.

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

## Skills/Abilities/Knowledge

- Knowledge of the education sector (E)
- Strong interpersonal and communication skills (E)
- Strong organisational skills (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

- A qualification in education/social work/community sector (E)
- 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)

## Experience

- Experience in working within the voluntary sector (D)
- Experience of working within the education sector (E)
- Experience working with volunteers (D)
- An understanding of the current issues relating to supporting young carers (D)

## Attributes

- Flexible and adaptable approach to work (E)
- A 'can do' attitude towards work (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)
- Access to a car (E)