



Carers Community Navigator Officer for Carers Wellbeing Services in Coventry



JOB DESCRIPTION

Job Title: Carers Wellbeing Development Officer

Salary: xxxxxx

Hours: 37 per week

Accountability: To the Wellbeing Carers Service Manager

Contract: 1 year

Location: Coventry

Main aims of the post

- To support carers to identify meaningful social activities
- To work in partnership with Health and Social Care, the voluntary sector and other professionals to identify opportunities for carers to build their social network
- To provide a programme of activities for carers to engage in
- To develop innovative ways to support carers and their families to be socially engaged

Duties to include

Capacity building

- Build and maintain an in-depth working knowledge of local community and voluntary groups and to identify opportunities to develop innovative new services for carers and their families.
- Build effective partnerships with Health and Social Care staff and other professional bodies
- To identify new social activities to support carers to provide meaningful respite and social engagement.
- Work with internal and external staff to develop and implement new ways to support carers to be socially included and build their social bubble.

Carer Support

- Developing new groups and social activities for carers and developing a wide range of opportunities for social engagement.
- Providing person centred practices which may include signposting and/or referring to other organisations

- Undertaking social support plans, to achieve outcomes that support the carer to become socially included self-reliant and build a network of support.
- Wellbeing checks and community planning
- Assist carers in the identification of activities and support their engagement.

External representation

- Represent Carers Trust Heart of England as agreed on local forums, steering groups and committees, using these to identify opportunities which improves the lives of carers.

Other

- Ensure the Wellbeing Team are kept up to date about the progress of new groups and initiatives through email, bulletins, articles and presentations, and by including information about the project on Carers Trust Heart of England website.
- Producing and maintaining accurate online records and interventions using a database system
- Deliver agreed outcomes to deadlines and within agreed budgets

General

- To work at all times within the values and policies of Carers Trust Heart of England.
- To have a commitment to developing quality by the implementation of Carers Trust Heart of England quality evaluation tools along with any other standards set by Coventry City Council.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are always applied.
- To undertake any other duties that may be considered commensurate with the level of the post.

In return we offer

- Pension contribution
- 25 days holiday plus Bank Holidays
- Ongoing training
- A role that offers further career opportunities and qualifications
- Mobile phone, laptop provided and fuel allowance paid

Our Vision & Values



Our Vision

Carers Trust Heart of England's aim is to support carers and those they care for by providing high quality, individually tailored care support service that improves the lives of carers, the people they care for and their families supporting carers to live their life well.

Our Behaviours & Values

The Trustees and staff of Carers Trust Heart of England recently came together to collectively develop and agree a series of values and behaviour that each member of staff would adhere to.

These values and behaviours can be seen below:

Core Values	Behaviours
Carer focused	<ul style="list-style-type: none">• We actively listen to carers and involve them in the development of our services• We always keep carers informed and champion their views• We ensure our services are developed to meet carers needs
One team	<ul style="list-style-type: none">• We gladly share our time and skills for the benefit of the whole organisation• We look after others and appreciate the support they give us• We promote a positive / happy working environment
Flexible and adaptable to change	<ul style="list-style-type: none">• We work flexibly to meet the demands of the service• We constructively implement new ideas• We embrace change and support others to look to the future
Motivated	<ul style="list-style-type: none">• We value / recognise ourselves and others• We empower ourselves and others to be innovative and embrace new ideas• We listen to others and strive to turn negatives into positives
Quality driven	<ul style="list-style-type: none">• We do everything to the best of our ability• We embrace learning and development• We continually strive towards delivering an excellent service

PERSON SPECIFICATION

Essential	Desirable
Knowledge <ul style="list-style-type: none"> Knowledge of the Health and Social Care and the challenges faced by statutory services Knowledge of the challenges faced by carers and their families and a willingness to acquire in depth knowledge of carers' rights and entitlements. 	
Experience <ul style="list-style-type: none"> Experience of fostering collaborative relationships and influencing stakeholders to adopt and embed new ways of working Experience of organising events Experience of working with carers. 	<ul style="list-style-type: none"> Experience of representing and speaking on behalf of an organisation. Experience of working with employers.
Skills and abilities <ul style="list-style-type: none"> Ability to work collaboratively and quickly build personal credibility and foster good relationships with colleagues, key stakeholders and decision makers Ability to speak engagingly in public to a range of technical and non-technical audiences Ability to effectively use evidence, synthesise and organise information and produce written material, which is engaging, concise and clear Ability to prioritise competing demands, meet deadlines, and to organise own workload. IT skills – including MS Word, MS PowerPoint and MS Excel, MS Teams and the internet and social media for campaigning purposes 	<ul style="list-style-type: none"> Ability to engage and involve carers in the development and delivery of projects
Other <ul style="list-style-type: none"> This post has a remit to work across Coventry. 	<p>Access to a vehicle is desirable but not essential, for this post as travel is required across the city area.</p>

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