



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for Team Leader - BOOM! Young Carers group in Stalham.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website <https://benjaminfoundation.co.uk/vacancies/>

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Please return your completed applications by email to:-

[recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Or by post to:

HR Department  
The Benjamin Foundation  
23-27 St Andrews Street  
Norwich  
NR2 4TP



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## **Team Leader**

**BOOM! Young Carers Group - Stalham**

**Fixed term to 31<sup>st</sup> July 2020 in the first instance**

**Part time – 4.5hrs per fortnight (99 hours per year)**

**£1,084.05 p.a.**

**(£10.95 per hour)**

The position may include some lone working  
Plus employee benefits

*Are you looking for an exciting new challenge to work within a charity that provides support to young people?*

The Benjamin Foundation was founded in 1994 helps around 2,000 people per year through difficult times by providing them with hope, opportunity, stability and independence.

This new group based in Stalham will aim to give local Young Carers a chance to escape their day to day pressures in a fun and friendly environment and give them the opportunity to learn new skills and make new friends.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach<sup>®</sup> which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Tel: 01603 886925/886922

**Closing Date: Friday 13<sup>th</sup> September 2019 (noon)**

**Interview Date: Monday 30<sup>th</sup> September (Norwich)**



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## Team Leader (Boom! Young Carers) - Job description

<b>Job title:</b>	Team Leader (Boom! Young Carers)
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Stalham Junior School
<b>Contract:</b>	4.5 hrs per fortnight (term time only) <b>fixed until 31/07/20 in the first instance</b>
<b>Salary:</b>	Point 21 - £10.95 per hour
<b>Hours of work:</b>	2.45pm – 6.15pm plus 1 hour fortnightly TTO (Service delivery day to be set after consultation with Young Carers/Staff)
<b>Department:</b>	Childrens and Young Person's Services
<b>Reporting to:</b>	Young Carers Development Manager

### Job purpose

1. To lead on the delivery of positive activities for young carers in Stalham
2. Plan and deliver activities for young carer groups in the age range of 6- 11 years
3. Evidence the impact of Positive Activities for young carers in Stalham
4. To support the Youth Support Worker
5. Ensure activities meet the aims of the service



## The Benjamin Foundation

### Main duties

#### Managing People, Resources and Finance

1. To ensure that the voice of the child/young person is inherent in the everyday and strategic development of Positive Activities for young carers (using both formal and informal consulting methods)
2. To offer support to sessional staff and volunteers supporting the young carers groups
3. To manage petty cash for the delivery of services
4. To liaise with local venue providers as required
5. To liaise with local transport providers as needed to ensure children and young people can get to and from the clubs safely
6. To lead on safeguarding issues during club sessions as required

#### Service Delivery

1. Work alongside the Co-ordinator to plan and deliver activities for the Stalham young carer groups
2. Engage with service users to identify positive activities they would like to participate in
3. Ensure the activities planned meet the aims of the service
4. Be empathetic and responsive to the needs of young carers and their families
5. To provide evidence against agreed outcomes as required
6. Work within confidentiality and professional boundaries at all times
7. Work to ensure the safety of all participants

#### General

1. To maintain key relationships to high standards at all times
2. To attend and report to team meetings both within The Benjamin Foundation
3. Work with young carer development manager to promote the provision of PA for young carers
4. To undertake personal development and attend any relevant training
5. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

*The Benjamin Foundation fully embeds the Nurtured Heart Approach<sup>®</sup> in all that it does and staff will adopt this approach as part of their practice.*

*This post is subject to a full and satisfactory DBS disclosure.*

*The jobholder will adhere to the organisations Health & Safety Policies and Procedures.*

**Name of Job Holder:**

**Signed Job Holder:**

**Date:**

**Name of Line Manager:**

**Signed Line Manager:**

**Date:**



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## Team Leader (Boom! Young Carers) Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	Level 2 in youth work or other relevant qualification relating to children and young people	E		Certificate Application Form
	First aid qualification (1 day course minimum)		D	Certificate Application Form
<b>Experience</b>	Experience of leading young carer groups		D	Application Form Interview
	Experience of working in an evidence-based intervention service		D	Application Form Interview
<b>Knowledge &amp; Skills</b>	Working knowledge of the needs of children and young people	E		Application Form Interview
	An appreciation of the work of the voluntary sector	E		Interview
	Knowledge of the issues facing young carers	E		Interview
	Knowledge of Safeguarding procedures	E		Interviews References
<b>Personal Qualities</b>	A determination to provide a high quality of service	E		Interview
	Honesty, fairness and a commitment to the service	E		Interview References
	Hard working, flexible and able to demonstrate common sense	E		Interview References
	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Resilience	E		Interview