

Welcome to The Benjamin Foundation



The Benjamin Foundation



Thank you for your interest in joining The Benjamin Foundation staff team

If you have any questions regarding this vacancy, please contact
our HR Department by email at
recruitment@benjaminfoundation.co.uk or on 07881 012553.



About us

For over 25 years' children, young people and families across Norfolk and Suffolk have been supported by The Benjamin Foundation to overcome big challenges in their lives.

Each night we accommodate 100 vulnerable young people, equating to over 40,000 safe nights sleep a year for local young people. They can finally feel safe from youth homelessness. We are proud to be the regional partner for the End Youth Homelessness campaign.

Each week 150 young people access our emotional wellbeing support. In the last year this equates to 7,500 emotional wellbeing support sessions improving their mental health, increasing their self-esteem and to finally feel understood.

Each year over 250 young people attended our youth work in the community to gain new life skills, expand their horizons and finally feel confident

Overall 2,000 local children and young people every year finally feel hopeful of a better future because of the work of The Benjamin Foundation.

The Benjamin Foundation are deeply connected to the local community, employing over 220 people in Norfolk and Suffolk

For more information about The Benjamin Foundation visit www.benjaminfoundation.co.uk



Education & Community Support Worker - Young Carers & Families

Great Yarmouth with requirements to travel within Norfolk

£11,990 per annum, £12.81 per hour
14 hours per week per location to be worked flexibly

**Plus Employee Pension Scheme, Generous Annual Leave Entitlement,
Discretionary Company Sick Pay, Employee Assistance Programme & other
benefits**

We are looking to recruit an Education & Community Support Worker for the service Young Carers and Families.

You will be managing a portfolio of schools and colleges throughout the district and will be responsible for raising awareness of Young Carers in education settings and community groups. You will help the setting to create Young Carers groups and support and empower settings to sustain the support.

An important element will be connecting Young Carers to their peers as well as working with home schooled families and groups to ensure Young Carers not in mainstream education are connected and supported.

There will also be a requirement for planning delivering and administering group sessions for Young Carers.

A driving licence is essential.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] 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/vacancies>
OR email recruitment@benjaminfoundation.co.uk

Closing Date: 9am Monday 15th April 2024
Interview W/C: 22nd April 2024

Job description

Job title:	Education and Community Support Worker
Service:	Young Carers and Families – Carers Matter Norfolk
Employer:	The Benjamin Foundation
Location:	Great Yarmouth with requirements to travel within Norfolk
Contract:	Permanent
Salary:	£12.81 per hour (Salary review due April 2024) £11,990 per year Plus essential car user allowance
Hours of work:	14hrs per week per location to be worked flexibly
Directorate:	Children, Young People and Families
Reporting to:	Young Carers Development Manager

Job purpose

1. Raising awareness of Young Carers in education settings and community groups
2. Empowering education settings to support their own community of Young Carers
3. Connecting home schooled Young Carers to their peers
4. Planning, delivering and administering group sessions for Young Carers

Main duties

General

1. To maintain key relationships to high standards at all times
2. To attend and report to relevant meetings both within and beyond The Benjamin Foundation
3. To undertake personal development and attend any relevant training
4. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

Service Delivery

1. Manage a portfolio of schools and colleges throughout the district. Build and maintain working relationships with key education staff. Help the setting to create Young Carer groups & support within school and empower them to be able to sustain the support
2. Promote and raise awareness of Young Carers within education settings including implementing Young Carers in Schools award and creating resources for the schools to use with their pupils.
3. Work with home schooled families and groups to ensure that Young Carers not in mainstream education are connected and supported.

4. Support Young Carers and their families to be able to access positive activities within their community working with them and community groups to break down barriers to access.
5. Link Young Carers and their families to the Voluntary Norfolk Family Support Workers where needed
6. Take the lead on safeguarding matters as necessary
7. Be empathetic and responsive to the needs of Young Carers and their families
8. Maintain confidentiality with regards to children/young people and their families
9. Recognise and maintain appropriate professional boundaries
10. Gather feedback and evidence the impact of our Young Carers services
11. Promote the Carers Matter Norfolk digital offer for Young Carers and to contribute to The Benjamin Foundation social media account for Young Carers in the district
12. Participate in and support meetings with staff from The Benjamin Foundation and Carers Matter Norfolk

Internal Processes and Systems

1. Ensuring all policies and procedures are adhered to
2. To ensure high standards of health and safety are maintained by all service team members and appropriate risk assessments are undertaken
3. To monitor and record data required by the wider Foundation and by funding and regulatory bodies
4. Ensuring sufficient resources are in place to enable service levels to be maintained
5. Keep accurate, up to date records on Charity Log (CRM)

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

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

Access to a suitably taxed and insured vehicle is essential for this role.

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

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:

Young Carers in Education and Community Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 (or above) qualification in a relevant field	E		Certificate Application
Experience	Experience of working with children and young people	E		Application Interview
	Experience of working in an education setting		D	Application Interview
Knowledge, Interests & Skills	A good working knowledge of the needs of Young Carers	E		Application Interview
	An appreciation of the work of the voluntary sector including a basic understanding of the contracts and funding environment	E		Application Interview
	An understanding of the developments within the youth work sector		D	Application Interview
	Knowledge of local issues and available youth provision	E		Interview
Personal Qualities <i>Positive</i>	A determination to provide a high quality of service	E		Interview
<i>Confident</i>	Self-aware reflective practitioner	E		Interview
<i>Competent</i>	The ability to work alongside others and support colleagues	E		Interview
	Commitment to the service	E		Interview
	A good understanding of the need for confidentiality	E		Interview
	The ability to relate well to Young Carers and colleagues	E		Interview
<i>Collaborative</i>	Hard working and flexible	E		Interview
<i>Accountable</i>	Able to discuss and report on caseloads to line manager	E		Interview
	Take on constructive feedback to continually improve performance	E		Interview
	Ability to complete reports and keep up to date diary records	E		Interview
<i>Nurturing</i>	The ability to work to ensure the safety of staff, volunteers and service users	E		Application Interview
	An ability to communicate clearly and effectively via email,	E		Interview

	telephone and face to face, sometimes dealing with complex issues			
	To build positive relationships with Young Carers that help reduce inappropriate or excessive caring (or reduce the impact of that caring)	E		Application Interview
<i>Independent</i>	Self-reliant Independent Worker	E		Interview
	An ability to manage own time including travel to and from appointments across a wide geographical area	E		Interview
	Being able to confidently make decisions regarding the day to day matters and to be accountable for these decisions	E		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post To include: Safeguarding Nurtured Heart Approach First Aid Equality and Diversity Professional Boundaries GDPR Lone Working Health and Safety	E		Interview
Additional	An interest in the long-term development of the service working with detailed work plans and objectives	E		Interview
	Current Driving License and use of a car with Insurance for Business Use	E		
	Willingness to work flexibly, to travel between appointments. Weekend and evening work may occasionally be needed to meet the needs of young carers	E		Interview
	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview