

# Gaddum

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## **Job Description: Outreach and Development Worker**

**Job description:** Carers Service Outreach and Development Worker

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**Responsible to:** Chief Executive & Gaddum Board

**Accountable to:** Carers Salford Programme Manager

**Reporting to:** Adult & Young Carers Coordinators

**Location:** Hybrid working across Manchester and Salford.

**Salary:** £22,183 per annum

**Working hours:** 35 hours per week with flexible working required to suit the needs of the role

### **Context**

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future.

At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities. Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport

### **Job Summary**

The role of the Outreach & Development Worker is to ensure carers of all ages and from a wide variety of backgrounds across all of Salford are aware of their rights and receive the support and services they need at the right time for them.

The job holder will provide outreach support to carers of all ages including schools, further education, hospital and community venues and will report to the Young & Adult Carers Coordinators in enhancing the offer across Salford.

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The role will focus on the outreach provision, being based in different locations across the City; hospitals, community venues, mental health settings and others accessed by people with caring responsibilities. The role will include the continued development of the service, assisting with the creation of resources and training. The role will develop an involvement offer; ensuring carers are at the forefront of service change and service offer.

## **Main Duties and Responsibilities:**

- To identify carers all over Salford and support them by offering an intensive package of tailored support including a carer's assessment.
- To identify carers and help to support them in their caring role, both as individuals and in groups across Salford.
- To develop a proactive Carers Service that raises carers issues and their needs on local, regional and national agendas.
- To provide access to information and advice to carers within their localities
- To work closely with a range of diverse community groups and organisations seeking to ensure that carers from these groups are aware of their rights and how their needs can be met.
- To support and enable carers and former carers to participate in the design and development of health, social care, and community services.
- Work as part of the team developing and contributing to the provision of services for carers and providing support to carers in Salford.
- Work a range of hours to provide operational cover when the service is expected to be open.
- Help to identify carers, liaising with specialist professionals to ensure the assessment of carers' needs and the provision of appropriate support.
- Liaise with, work alongside existing support groups, and facilitate the development of further groups.
- To maintain a clear record of all activities with individual carers via the recording system used by the service.
- Participate as directed in the day-to-day running of the Carers' Service.
- To keep up to date with carer related developments in government and local authority policy, and all other organisations working with carers.
- Work with stakeholders and partners on the development of new services and activities for carers in Salford.
- Encourage and contribute to the development and accessibility of services for Carers in Salford.
- Ensure the involvement and consultation of Carers.
- Contribute to the newsletters, website, and meetings.

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- Participate in joint activities e.g. National Carers Week, open days, and other promotional activities.

## **Other duties and responsibilities:**

- To represent Gaddum at external meetings and events.
- To maintain awareness of local, regional, and national issues relevant to the objectives and expectations of the Charity.
- To meet regularly with Head of Operations for supervision.
- To organise and attend meetings as required by the Head of Operations.
- To undertake additional duties within the competence of the post holder as required by the Head of Operations.
- Flexible approach to working patterns to suit the needs of the role and responsibilities as required.

The post holder will be required to undertake other tasks as reasonably directed by the Programme Management and Senior Management Team, which will usually be commensurate with the skills and experience of the post-holder.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures. This role is subject to an Enhanced DBS Check with adults and children's barred list checks.