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Job Description

Carers Manchester Project Worker (Respite Strategy and Expert by Experience Panel)

Job Title:	Carers Manchester Project Worker (Respite strategy and Expert by Experience Panel)
Accountable to:	Chief Executive
Responsible to:	Head of Operations
Reporting to:	Carers Manchester Coordination & Carer Development Lead
Location:	Hybrid working (Home working, Manchester office bases and other locations as necessary for the role)
Salary:	£26,881 per annum
Hours:	35 Hours (with flexible working required to suit the needs of the role)
Contract:	1 Year Fixed Term

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 Carers Manchester Project worker will provide project management support for the development of a Respite strategy for carers and the development of an Expert by Experience carers panel.

In addition, they will contribute to other Project work carried out by the Carers Manchester Co-ordination team.

This will involve working extensively with Network members, Statutory and Voluntary sector partners and carers in delivering the Project Work required.

The post holder will also be required to promote the Pathway and raise awareness of the work that all Network and Affiliate members of the Network deliver on behalf of carers.

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Job Purpose

Fulfilling the role will require the development and management of effective relationships with Network members and a range of partners and Community based organisations in Manchester.

The role will provide project support for the development of a respite strategy for carers and the development of an Expert by Experience carers panel which will be integral to the future development of Carers Manchester.

Main Duties and Responsibilities

Respite Strategy

- To support development of a Project plan, Stakeholder map and Risk Assessment which will underpin development of the strategy.
- To be responsible for organising and taking minutes of workshops and meetings which support the development of the Respite Strategy.
- To develop and deliver the necessary consultation which will underpin delivery of the strategy.
- To contribute to the writing of the strategy .
- To organise and support delivery of a launch event for the strategy.
- To support the Carers Manchester Pathway Manager in other duties as requested.

Development of the Expert by Experience Panel

- To work closely with the Network and E by E panel co-ordinator to develop the panel.
- To lead on the creation of Project Management tools to support the creation of the panel.
- To support the development of effective governance processes for the panel.
- To support the running and operations of the Panel during its first year in existence.
- In all work undertaken, to promote and raise awareness of the Carers Manchester Pathway and the role that the Network and its Members play in supporting carers in Manchester.

Additional Project Support

- To provide project support to the development, piloting and delivery of a range of carers new and existing support services.
- To facilitate and provide an administrative function to workstreams set up under the auspices of Carers Manchester.

Other Duties and Responsibilities

- To complete specific tasks allocated through work plans, project plans and the business plan.
- To provide monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
- To be involved in producing information for annual impact reports.
- To actively engage in ongoing personal and professional development, making full use of supervision, appraisal and learning opportunities.
- To act at all times to promote equality and diversity ensuring inclusive and integrated services.
- To seek advice, support and guidance as required.
- To encourage service users to be aware of the full extent of Gaddum's services.
- To maintain a general understanding of the work of the whole organisation and attend team meetings/events.

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- To adopt a flexible approach to working patterns to suit the needs of the role and responsibilities as required.

The postholder will be required to undertake other tasks as reasonably directed by the Carers Manchester Pathway Manager and Network and Expert by Experience panel Coordinator 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 on 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.

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Person Specification

Carers Manchester Project Worker

(Respite Strategy and Expert by Experience Panel)

Criteria	Essential	Desirable	Assessed
Qualifications & Training	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p>	<p>Evidence of continuous professional development.</p> <p>Educated to degree level, equivalent professional qualification or relevant experience.</p> <p>Project Management qualification or training.</p>	Application
Knowledge & Experience	<p>Knowledge of issues which affect unpaid carers.</p> <p>Experience of supporting organisations to manage Projects.</p> <p>Experience of producing, or monitoring the production of publicity material.</p> <p>Experience of organising events.</p> <p>Experience of ensuring service user / client / community involvement.</p> <p>Experience of facilitation multi-organisational meetings.</p>	<p>At least one years' knowledge / experience of working in the health & social care sector.</p> <p>At least one years' knowledge / experience of working in voluntary & community sector.</p> <p>Knowledge of Manchester partner organisations and services across the VCSE and statutory sectors.</p>	Application/ Interview / Test
Skills & Abilities	<p>Self-motivated and with a project management focus.</p> <p>Ability to manage work with a range of partners in order to support delivery of projects within clear timescales.</p> <p>Ability to negotiate, influence and solve problems effectively and diplomatically.</p>	<p>Ability to support publicising the work of the Network through a range of channels.</p> <p>Ability to engage effectively with carers.</p>	Application / Interview / Test

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	<p>Excellent oral, written and communication skills with ability to draft and present reports to an acceptable standard in a short space of time.</p> <p>IT literate including proficiency across the Microsoft Office platform.</p> <p>Strong attention to detail and highly organised approach to work.</p>		
Attitudes & Values	<p>Committed to the values of Gaddum.</p> <p>Non-judgmental attitude.</p> <p>A flexible & positive work ethic.</p> <p>Proactive commitment to constructively challenging colleagues and partners in the best interests of wider organisational professionalism and development.</p>		Application/ Interview / Test
Others	<p>Ability to travel independently throughout the areas where services are being delivered.</p> <p>Flexible approach to working hours to meet the needs of the service.</p>	<p>Ability, with advance notice, to working evenings & weekends if required by the organisation.</p>	Application/ Interview