



Swindon Carers Centre Volunteer Role Description

Role: Young Carers Group Volunteer

Overseen by: Volunteer and Outreach Coordinator

Managed by: Young Carer Groups and Activities Coordinator

Time Commitment: Minimum 3 hours per week – Evening Only

Role Base: Various locations – Swindon

Office Base Sanford House, Sanford Street, Swindon SN1 1HE

Role: To support the Young Carers Groups and Activities Coordinators in the smooth running of our age specific groups for young carers aged 5 – 18 years. *Note this groups run from 5pm – 7pm Mondays and 6pm – 8pm Thursdays.*

Key Responsibilities

- To volunteer at the agreed age specific groups weekly during the school year
- To liaise with the Young Carer Group's & Activities Workers to carry out specific duties required for each group, each week including; setting up / clearing up of venue and any additional activities throughout the evening including with the preparation of food and refreshments, general tidying, cleaning and washing up, support individual young carers with any group work or issues or any other relevant tasks as required
- Ensure and reaffirm that young carers keep to agreed rules and boundaries and appropriately challenge behaviour when necessary by using the young carer warning procedure
- To be aware of individual young carers medical conditions or additional needs by liaising with the Young Carer Groups and Activities Worker running the group
- Report any issues or concerns regarding individual young carers promptly to the Young Carer Group's & Activities Worker running the group ensuring the organisations safeguarding policies are adhered to
- To recognise, support and embrace the Mission and Values of Swindon Carers Centre
- To adhere to the Swindon Carers Centre behaviours framework at all times

Relationships

- To work collaboratively with the Young Carers Groups and Activities Coordinator and other young carer volunteers to ensure our young carers, receive a high-quality service when accessing activities and events run by the organisation or within the wider community

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Additional duties

- Team working is essential to the smooth running of the organisation. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varied.

Training and Supervision

- Induction training will take place prior starting the role including where appropriate, Safeguarding Vulnerable children and adults, data protection and asset management
- Training specific to the role will be given after Swindon Carers Centre main induction training has been completed
- Ongoing training relevant to the role will be given
- Volunteers will be allocated to a key member of the young carers groups and activities team for 1:1 supervision and general support

Special Conditions

The centre operates a 'no smoking' policy. This policy covers all venues used by Swindon Carers Centre

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Due to the nature of this role applicants will be required to complete a Disclosure and Barring Service (DBS) Application or supply the organisation with relevant information for the DBS Update Service.

A minimum of two references will be required at the time of application.

Due to any potential conflict of interest, and not wishing to add any additional pressure to our carers, Swindon Carers Centre are unable to recruit volunteers into this position who are currently receiving carer support from us or are active on our database. Ex Carers will be able to apply for this role, after 3 months must have lapsed from being in a caring role and registered with us.

Skills and experience

Requirement	Essential / Desirable
Qualities	
Empathetic with the needs of vulnerable children and young people	Essential
Confident in meeting new people and building good rapport skills with children and young people	Essential
A willingness to be open new experiences such as trying a new activity and learning new skills	Essential
Assertive in appropriately challenging potential unsafe behaviour within the context of the group / activity	Desirable

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Knowledge and Skills	
Good verbal communication skills	Essential
An understanding of young carers and specific their needs the impact caring may have on their lives	Desirable
A knowledge of safeguarding vulnerable children and adults	Desirable