



Brent Carers Centre  
Willesden Medical Centre  
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Registered Charity number 1066691  
Company Limited by Guarantee 3354038

## JOB DESCRIPTION

- Post Title:** RESPITE & WELL-BEING ACTIVITIES CO-ORDINATOR
- Reports to:** Project Manager/CEO
- Location:** Based at Brent Carers Centre in the Willesden Medical Centre, but with travel to and work from locations across Brent
- Salary:** £25,000 pro rata, per annum.
- Pension:** An Auto enrolment pension scheme in place. An employee contribute a minimum of 5% of salary to their pension and will receive 3% contribution from Brent Carers Centre.
- Duration of**
- Contract:** Initial contract for the period 12 months, with possibility of extension subject to continued funding
- Hours:**
- 14 hours per week. This may involve working some unsocial hours in evenings and at weekends for Outreach activities and events.
  - Annual leave entitlement is 20 days per annum pro rata plus bank holidays.
  - All appointments are made on the basis of satisfactory references, a 6-month probationary period and a satisfactory DBS check.

### PURPOSE OF POST

To contribute towards the delivery of Carers Respite and wellbeing Activities, including Carer Support groups, Forums, Carers week, Carers Rights Day etc.

To provide a wide range of activities & training opportunities which meet the needs, interests, health and mental well-being of carers in Brent.

To contribute towards the recording of monitoring & evaluation of outputs and outcomes as well as user feedback information so as to meet the requirements of funders and the organisation.

### DUTIES AND RESPONSIBILITIES

#### Strategic Development

- Keep abreast of all strategic developments in relation to carers in locally, regionally and nationally.

- To continually consult with our key stakeholder and ensure activities delivered are relevant and delivery to a high standard.
- Attend strategic meetings in the Borough, and help provide carers have a voice via carer participations groups. This includes taking the lead on the development and delivery of the Carers Forum.
- Keep the Line Manager/CEO abreast of any relevant developments in the borough which impact on Brent Carers' Centre in its strategic context.

#### **Activities & Training**

- To participate in enhancing the intellectual and social wellbeing of carers to provide as far as possible, an enjoyable and stimulating experience. Helping carers to socialise with other carers outside of their caring role/responsibilities.
- To plan termly training workshops and activities in conjunction with carers needs and requirements which develop their skills and competence; improving their abilities to safely undertake the responsibilities of their caring role.
- Maintain full and accurate records of activities using the relevant documents, in order to monitor, record and evaluate individual and group participation and success.
- Foster good community relations with the voluntary sector and partner agencies and assist the promotion of Brent Carers Services and activities.
- In conjunction with the staff team, lead on the planning and implementation of BCC special and seasonal events such as Carers Week, Carers Rights Day, AGM etc.

#### **Assist in Marketing of Respite, Well being Activities & Training Event**

- Ensure the profile of the Brent Carers Services, and the services offered, is raised and maintained.
- Continually promote and raise awareness of our planned activities and training programme around the community and encourage carers to attend.
- Work with colleagues to ensure that all activities & training events planned are appropriately promoted and advertised to those likely to use them and that the organisation maintains a high profile within the borough.

#### **General Responsibilities**

- Ensure adherence to the content and values of Brent Carers' equal opportunity policies in all aspects of work
- Ensure adherence to confidentiality policy in all aspects of work
- Promote health and safety in all aspects of work and implement Brent Carers policies and procedures in regard to this
- Promote and maintain effective channels of reporting and communication at all levels within Brent Carers Centre in order to promulgate and accomplish the organisation's mission, values and objectives
- Attend and participate in meetings as required by the Line Manager/CEO.
- Manage personal workload in liaison with the Line Manager/CEO. • Carry out relevant duties appropriate to this role in the organisation.
- Carry out other such duties that may be required to meet the objectives of this post
- Undertake training as required, by agreement with the Line Manager/CEO..

## Person Specification

### WELL-BEING & RESPITE ACTIVITIES CO-ORDINATOR

	Essential/ Desirable	Application Documents	Assessment Test	Interview
<b>Qualification</b>				
GCSE's, A Levels or Diplomas	D	✓		
<b>Relevant Experience</b>				
A good understanding of carers' issues and relevant legislation	D	✓	✓	✓
Proven experience of organising and delivering a range of activities and or training events.	E	✓		✓
Understanding of health and safety issues when planning events and activities and undertaking risk assessments for activities planned.	D			✓
Good IT skills – using Microsoft Word and Excel spreadsheets etc.	E	✓	✓	✓
Excellent administration, monitoring, IT, and record keeping skills	E			✓
Experience of networking and developing excellent working relationships with a broad range of organisations.	E			✓
Experience of producing clear and accurate information resources in a variety of different formats for different audiences.	E	✓	✓	✓
A good working knowledge of Safeguarding legislation and its relevance to carers.	D			✓
<b>Skills and Competencies</b>				
Reliability, enthusiasm, ability to inspire and commitment to delivering high quality activities and events for carers	E			✓
Ability to work within budgets and resources when delivering activities & training events.	E	✓		✓
Strong interpersonal skills, including networking, partnership building and forming positive relationships with carers, colleagues and external agencies	D			✓
Ability to work as part of a team	E	✓		✓
Ability to prioritise work and meet deadlines independently	E		✓	✓