

EVENTS COORDINATOR RECRUITING INFORMATION OCTOBER 2022



Registered Charity No: 1061116 | Registered Company No: 3305621

Swindon Carers Centre

Join Our Team

Join our award-winning, passionate team who are dedicated to providing advice, information, and support to unpaid carers in Swindon, aged 5+.

Swindon Carers Centre is a charitable organisation, established in 1997, which is part of the Carers Trust Network, established to provide help and support to the 21,000 unpaid carers in Swindon. We also work to raise the profile of unpaid carers so carers themselves can have a collective voice in influencing policy makers and service provision.

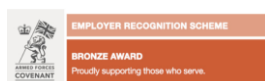
We are determined to provide a high-quality service for all our registered carers, a high-quality working experience for all our staff, and ensure good working relationships with all partners.

We strive towards ensuring our team's working experience at Swindon Carers Centre is positive and rewarding. Our staff are our biggest resource and asset and as such, our teams input into making Swindon Carers Centre a great place to work is crucial and valued.

If you are keen to make a positive impact on our community, are passionate about helping people, and want to be part of a fantastic and supportive team, Swindon Carers Centre is the place to work for you.

Swindon Carers Centre strive to be an equitable organisation and is proactive around equality, diversity, and inclusion. We welcome diversity in the people we provide a service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued, and an asset in delivering services across all communities in Swindon.

Swindon Carers Centre won the Wiltshire Life Charity of the Year Award 2022. The awards seek to raise the profile and awareness of not just profitable businesses, but also charities and community groups; the younger and older people in our community, and everyone in between; those who seek to put Swindon and Wiltshire on the map, that our towns and businesses can be proud of.



JOB DESCRIPTION & PERSON SPECIFICATION

| | |
|------------------------|--|
| Job Title: | Events Coordinator (Adult and Older Carers) |
| Reporting to: | Events Manager |
| Work Base: | Sanford House, Sanford Street, Swindon, SN1 1HE |
| Hours of Work: | 20 hours per week |
| Job Purpose: | Work as a member of the Events Team to deliver a programme of events to provide a break for carers in Swindon. |
| Direct Reports: | N/A |

Role Overview

- Support existing events provision, building on the current program to expand the types of events available to carers.
- Help coordinate a range of peer support groups that offer support to carers who are responsible for caring for another individual.
- Organise a range of courses and talks for carers, including facilitation with the speaker/trainer.
- Identify need and fairly offer accessibility to carers, enabling them to access a break from their caring role by attending activities.
- Support the Events Manager to recruit, induct, and guide a team of volunteers to assist at events.
- Support the delivery of volunteer induction training for the organisation.
- Complete administrative tasks associated with the role, including the use of internal databases to accurately capture data, such as number of attendances, which will be used for monitoring and reporting.
- Gather carer feedback from events, which will help shape service provision.
- Promote and encourage the community-led support model by signposting carers to other community organisations, encouraging independence.

Specific Tasks

- Provide support/facilitation of groups, liaising with carers to provide appropriate speakers, training, and social activities identified by the group, within agreed budgets.
- Use clear processes for referral to each peer support group; attendance monitoring; gathering feedback from group members; and systems for referral to other services provided by Swindon Carers Centre where necessary. This will include an awareness of external support groups which can meet the needs of carers and referring carers as appropriate. To supply and provide refreshments/resources for events.
- Support individuals and/or groups of carers to access breaks and activities, acknowledge cultural differences, and people of different gender and ethnicity.
- Undertake the planning and coordination of a range of individual and group activities for carers, within strict budgets, to enable carers to access opportunities for a break, considering their level of caring responsibilities and prioritising accordingly.
- Consult carers, staff, and volunteers in the production of a responsive, cost effective, and good quality schedule of activities for carers.
- Ensure that events are adequately planned, publicised, and delivered in an efficient and cost-effective manner and in accordance with the budget available and the organisation's financial and administrative procedures.
- Gather feedback from carers for quality control and contract monitoring purposes.

- Empower and train carers to enable active and appropriate participation in consultation groups and statutory service development meetings.
- Establish effective systems to support and inform carer representatives to feedback carers' views at local health and social care planning forums.

Relationships

- To work collaboratively with all Swindon Carers Centre staff, volunteers, and students, exchanging professional knowledge, experience, mutual support, and service development.
- Build relationships with external organisations/people to access affordable or free provision, supporting the community led support model.
- To support the Centre in the production of performance reports and other Centre information as required for monitoring and grant funding impact reports.

Other

- To assist with the induction of new staff, volunteers, and student placements.
- To contribute to promotion of Swindon Carers Centre activities and campaigns.
- To attend meetings, conferences, and training relevant to the role as required and appropriate.
- To keep informed of new developments and legislation affecting carers.
- To role model the Swindon Carers Centre Behaviours Framework at all times.
- To recognise, support, and embrace the Mission and Values of Swindon Carers Centre.
- To have a commitment to your own personal development, a willingness to participate in individual supervision, and to undertake relevant training opportunities.

Special Conditions

- Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults with care and support needs and expects all staff and volunteers to share this commitment.
- 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. Where the occasion arises, staff are expected to work in a flexible way. Any additional duties will normally be compatible with regular working and the need to provide service continuity. If the additional responsibility or task becomes a regular or frequent part of the employee's activities, it will be reviewed to assess whether it should be included in the job description in consultation with the employee.
- A driving license and access to a vehicle, insured for business use, is required for this post.
- Flexible working hours including evenings will be required, along with some and weekends.
- Due to the nature of our work with individuals with care and support needs, who may be at risk, a Basic Disclosure and Barring Service (DBS) is required for this post.
- All staff are expected to:
 - prepare for and participate in regular supervision sessions and the annual appraisal process as part of their performance management, and to support further personal development and training opportunities,
 - carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

Person Specification

| Qualifications/ Education and Training | Essential/Desirable |
|--|----------------------------|
| Minimum of three GCSEs (grade C or above) or equivalent including English | D |
| Knowledge, Skills, and Experience | |
| Ability to organise and prioritise own workload and manage time effectively | E |
| Ability to communicate effectively and clearly both verbally and in writing | E |
| Computer literate and able to use basic Microsoft Office including e-mail, internet, and database | E |
| Experience of facilitating groups and developing peer support groups | D |
| Experience of working in a team and able to work using own initiative | E |
| An understanding of equal opportunities and importance of confidentiality | E |
| Experience of maintaining professional boundaries | E |
| Effective record keeping skills | E |
| Experience of planning, co-ordinating and budgeting e.g., for group activities | E |
| Knowledge of local community groups and resources | E |
| Experience of recruiting, training, and supervising volunteers to provide group facilitation, group activities and other support | D |
| Experience of working in a community health/social care setting, caring for or working with vulnerable people | D |
| An understanding of general carers issues | D |
| Knowledge of local and national carers legislation and strategy | D |
| Experience of working in the voluntary sector | D |
| Have qualifications in, and experience of delivering training | D |
| Personal Qualities/ Attributes | |
| Self-confident, happy to facilitate groups and meetings | E |
| A flexible / adaptable approach to working practices | E |
| Dynamic and creative | E |
| A positive 'can do' approach | E |
| A good listener, a caring manner and empathetic to the needs of carers | E |
| Able to move tables, chairs, equipment, and other resources | E |
| Must be able to work evenings and occasional weekends | E |
| Easy to get along with and a real team player | E |
| Able to listen to and respect colleague's opinions | E |
| Able to resolve any difficult situations or conflict quickly | E |

EMPLOYEE ENTITLEMENTS & BENEFITS

Annual Leave

All staff are entitled to 25 days paid leave (pro-rata for the first year of service and for part-time staff), rising by 2 working days after 5 years continuous service to 27 days (pro-rata for part-time staff) and by a further 3 days after 10 years continuous service to 30 days (pro-rata for part-time staff).

Flexibility

Swindon Carers Centre offers employees the opportunity to work flexibly, with a mixture of working from our office location and from your home address.

Birthday Day Off

All staff are offered a fully paid day off for their birthday.

Subsidised Parking (limited availability)

Swindon Carers Centre offer subsidised parking for all employees (subject to availability) at Fleming Way car park.

Refreshments

All staff have access to free refreshments in the office including tea, coffee, and dispenser water.

Emotional Support Helpline

Swindon Carers Centre offers all staff and their immediate family members (providing they live with the staff member and are over the age of 18) access to a free and confidential counselling service 24 hours a day, 365 days a year.

Staff Wellbeing

Swindon Carers Centre continuously supports our staff and their wellbeing. We have many policies and procedures in place to help us support everyone in the best way possible. All staff have regular supervisions and annual appraisals to support with workload and wellbeing. We have a Wellbeing Programme which includes a walking group, staff fun days, and much more, to offer further support.

Health and Fitness

All staff have access to discounted membership rate at Nuffield Health Gym at Greenbridge Retail Park in Swindon.

HOW TO APPLY

Events Coordinator (Adult and Older Carers)
Up to 20 hours per week, Permanent Position
£23,601 (FTE), pro rata at 20 hours £12,575

The post holder will work as a member of the Events Team to deliver a programme of events to provide a break for carers in Swindon.

Closing Date: Monday 31st October at 5pm

Please note: We may bring the closing date forward if we receive a high volume of applications.

Interviews: Monday 7th November

For an informal discussion regarding this role, please contact us on 07841 503849, and ask to speak to our Events Manager, Heather Goldsmith.

To be considered for this position, you are required to complete the application form available on our website here www.swindoncarers.org.uk/working-with-us/ and outline how you meet the requirements of the job within the job description and person specification using the supporting information section of the application form. You can complete the online application form on our website or download the form.

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. A Basic Disclosure and Barring Service check will be required for this post.

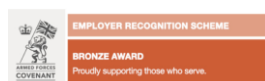
We adhere to a policy promoting equality of opportunity. No CV's. No agencies.

Many of our staff work flexibly in different ways. Please talk to us at interview about the flexibility you need. If you are an unpaid carer, we can discuss how we can help you to balance work and your caring role. We cannot promise to give you exactly what you want, but we do promise not to judge you for asking.

Swindon Carers Centre will retain all unsuccessful applications for 12 months after the date of interview and may contact you during this time regarding future job opportunities. All applications will be destroyed following the 12-month period.

All information for applicants is available on our website:

www.swindoncarers.org.uk/working-with-us



SWINDON CARERS CENTRE

Our Vision

Creating a community where carers are recognised, valued, and supported.

Our Mission

To improve the wellbeing of people with caring responsibilities in and around Swindon.

Our Values

We strive to work in the following way with all people involved in our service:

- Openness: We will work and take decisions in an open and transparent manner
- Accountability: We will take responsibility for what we do and how we do it
- Integrity: We will be principled in our work
- Objectivity: We will act and take decisions impartially and fairly, without discrimination or bias
- Leadership: We will model SCC's values and lead by example in demonstrating organisational behaviours
- Honesty: We will be truthful and reliable
- Selflessness: We will act in the best interests of our carers

Swindon Carers Centre Policies and Documents

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

www.swindoncarers.org.uk/safeguarding/

Swindon Carers Centre strives to be an equitable organisation and recognise equality, diversity, and equity. We welcome diversity in the people we provide a service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued and an asset in delivering services to different people. We adhere to a policy promoting equality of opportunity.

All staff, volunteers and trustees of Swindon Carers Centre are required to have a Disclosure and Barring Service Check carried out.

Disability Confident Committed Employer

As a Disability Confident Committed Employer, we have committed to:

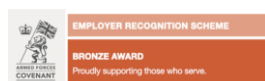
- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people



More information about the Disability Confident scheme can be found here: www.gov.uk/disability-confident

Swindon Carers Centre guarantees to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form and supporting information which demonstrates that you meet the level of competence required for each of the criteria, as well as meeting any of the qualifications, skills or experience defined as essential.

[Behaviours Framework](#) | [Safer Recruitment Policy](#) | [Equality and Diversity Policy](#)



WHAT OUR TEAM SAY

Why do you stay working for Swindon Carers Centre?

“SCC values and commitment to carers.”

“I have more than one reason for staying! But the main ones are that I have autonomy in how I organise my work, I feel that my work is of value, and I feel well supported and valued by my line manager.”

“I wholeheartedly believe in the culture, vision, and values, which is why I have stayed with SCC for so long. I love my job and the people I work with, which is so important when working in the sector we do.”

“Job satisfaction.”

“I enjoy working in a voluntary sector to support the local community of unpaid carers. I feel we offer a variety of support and do not expect one size to fit all. I enjoy working with a likeminded team across the whole of SCC. I also enjoy the autonomy that is extended to me with me role.”

“I enjoy my varied role within SCC and working in an area that matches my skill set and knowledge. It is a very rewarding role and can change week to week.”

“SCC is the best organisation for me to be part of to be able to support as wide a range of carers as possible.”

“Dedicated to its mission, vision and values.”

“I LOVE my job! I enjoy the variety involved, working with all my colleagues, getting out into the community and the feeling that we are a big family.”

“I appreciate the flexibility, the opportunity for career growth, and the good relationships with colleagues. We all share the same vision and are dedicated to ensuring carers are supported to the best of our ability.”

“Continually learning.”

“It's great working environment in. Colleagues and management treat each other with respect. Another positive is that SCC has adopted hybrid working. It's great to have the flexibility to be able to work from home or in the office.”

“I enjoy the challenge, I like the people I work with, and I like the flexibility offered.”