

# Carer Respite Co-ordinator

## Job Description and Person Specification



<b>Post Title:</b>	Carer Respite Co-ordinator
<b>Salary:</b>	£28,000 per annum, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
<b>Duration:</b>	This is a permanent position
<b>Working hours:</b>	35 hours per week
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Head of Health and Social Care

### Main Purpose of Post:

To develop and deliver an exciting new project for unpaid carers in Fife to benefit from much-needed respite breaks that are donated for this purpose (referred to as 'respite'). Fife's new respite project will seek donations from companies as well as applications from carers who will benefit greatly from respite, and then undertake suitable matches. This exciting and varied role will involve reaching out to companies for donations and support, working closely with carers organisations, promoting the project amongst stakeholders, supporting matches, evaluating the impact on carers, and recognising and celebrating the contribution of stakeholders. It will also involve sign-posting unpaid carers to other relevant services that will benefit them in their caring role.

### Main duties of Post:

1. To develop, promote and deliver a respite service for unpaid carers in Fife
2. To promote the short breaks funds that FVA co-ordinates for unpaid carers in Fife
3. Work with a diverse range of companies and other organisations to seek donations to enable good respite breaks
4. Establish strong relationships with carer organisations operating in Fife to ensure they can support their carers to access the respite and other short break opportunities
5. Support local carers to access services by sign-posting them to partner agencies
6. Develop systems to track donations, applications, matches and evaluations
7. Produce promotional and marketing materials, case studies and reports to raise the profile of the service and the impact it is having
8. Participate in some local partnership meetings to maximise the impact of the respite service
9. Work alongside partners at Shared Care Scotland and other respite services across Scotland to share best practice and maximise the impact of the service in Fife.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## Person Specification

### Essential requirements:

- A proven capacity to work on your own initiative, manage a diverse workload and prioritise effectively to meet deadlines;
- Demonstrable relationship building skills, networking abilities and an ability to influence and motivate others;
- Willingness to learn; work as part of a team and to help others;
- Good standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail);
- Experience of using databases (or spreadsheets) for storing data and reporting;
- Good written and numeracy skills, with an attention to detail;
- Good people skills and the ability to deal with a wide range of people in a courteous manner;
- A personal commitment to equal opportunities and organisational excellence - displays honesty, integrity and a strong sense of ethics in all actions and decisions.

### Desirable requirements:

- Working in a business-to-business sales environment
- Presentation skills and confidence in speaking publicly
- Good understanding of the needs of unpaid carers
- Experience of working in the voluntary sector.