

## Carer Activities Coordinator

HCS is moving into a new phase of supporting Carers from April 2019. We are planning a year of activities that are not being provided through statutory funding and yet are highly valued by Carers. We are looking for a self-motivated, organised individual, passionate about supporting unpaid and family Carers in Herefordshire, to provide the coordination we need to deliver a range of activities and events. These will include Carer-specific training, support to Carer groups and social activities/trips. The work will involve planning and organisation, liaison and communication with Carers, venues, trainers/speakers and reporting to the HCS Board.

You will need:

- insight and understanding of an unpaid/family Carer's role and needs and commitment to meeting their needs;
- excellent planning and organisational skills;
- experience and confidence in using MS Office applications and Mailchimp;
- ability to work within a set budget and report on activities to the Board of Trustees;
- ability to facilitate activities and events;
- excellent communication skills;
- ability to work on personal initiative and alongside others, including volunteers;
- a non-judgmental attitude and commitment to equality of opportunity;
- ability to work flexible hours including evenings/weekends as required and travel easily throughout the county.

You will also find some experience or knowledge of Health & Social Care, data protection requirements, safeguarding, and/or of being a Carer yourself very helpful. You will need to satisfy an enhanced DBS check for this role. We welcome applications from anyone who is 18 and older.

This is a service contract (self-employed basis) for up to one year funded by Herefordshire Carers Support.

**Closing date Friday 5<sup>th</sup> April 2019. Interviews to be held on Thursday 11<sup>th</sup> April.**

Please email ([help@herefordshirecarerssupport.org](mailto:help@herefordshirecarerssupport.org)) for further information and application pack. Alternatively, you can visit our website <http://www.herefordshirecarerssupport.org> to download the pack.



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