**Sessional Worker**

**Manchester Carers Network Learning and Development Programme**

**Job Description**

**Job Title:** Sessional Worker – Manchester Carers Network

**Responsible to:** Manchester Carers Network Co-ordinator

**Accountable to:**  Assistant Head of Services

**Reporting to:** Project Worker and host training organisations

**Salary:** £15.60 per hour (this is a self-employed role)

**Working hours:** Flexible, likely to be 20-25 hours per month based on demand

**Location:** Various organisational premises and locations within Manchester

**Job Role**

The job is to provide short term support to carers who are participating or wish to participate in activities organised under Manchester Carers Network Learning and Development programme.

Carers who will benefit from the support of sessional workers are likely to have more than one specific issue that they want to address and will be accessing more than one learning and development opportunity.

Tasks are likely to include;

* Supporting individual carers to access the programme,
* Supporting carers to put the learning from the programme into practice,
* Supporting carers to access ongoing support from Statutory and Voluntary sector organisations in the City of Manchester.

It is anticipated, that each carer will receive a 2-hour initial assessment and planning session, followed by up to 15 hours of support (over a maximum of 10 weeks) from a Sessional Worker.

Sessional Workers will be required to support carers throughout the whole of the City of Manchester, so there will be a requirement to be able to travel independently and to be able to prioritise effectively.

**Main Duties and Responsibilities:**

Provide initial support to newly-identified carers who have been referred to the programme in order to identify training opportunities they may wish to access.

Provide support to carers who are undertaking or have completed the programme and need assistance either to take part, or to tackle an issue(s) by putting their learning into practice, for example:

* Help to access services and appointments
* Finding additional or specific information or advice
* Addressing a specific challenge that has surfaced through the programme.

Provide support to carers with issues which might include helping them manage their own health and wellbeing as a carer, or financial matters, benefits and entitlements.

Support carers to access ongoing support for themselves and the cared for person, which may include areas such as;

* Juggling caring with paid employment
* Relationships, stress and social isolation
* Practical help – around the home, with medication, etc.

To engage, motivate and support carers within group activities and one to one environments.

Develop positive relationships with carers by listening to, enabling, empowering and supporting them as required.

Ensure that appropriate levels of confidentiality and safety are maintained in all areas of work.

Completion of specified tasks allocated through work plans and carry out other tasks appropriate to this post as required.

Provision of monthly information which contributes to the performance management requirements of the Learning and Development programme.

Attend supervision and appraisal sessions as required and to meet regularly with the Project Worker/Network Coordinator for performance reviews.

To undertake additional duties within competence of post holder as required by Network Co-ordinator.

To adopt a flexible approach to working patterns to suit the needs of the role and responsibilities as required.

**Additional duties and responsibilities**

* Maintain a general understanding of the work of the whole organisation, and attend staff meetings/events.
* Adhere to Gaddum Centre’s Safeguarding Policy and report any concerns regarding an individual’s safety.
* To undertake and maintain Risk Assessments when needed.
* Promote the work of Gaddum Centre and safeguard its good name and reputation at every opportunity.
* Promote Gaddum Centre events and activities
* To adhere to Gaddum Centre Policies and Procedures.
* To be aware of personal safety and security when carrying out work.
* To maintain privacy and confidentiality in line with Gaddum Centre’s policies and procedures.
* All other duties reasonably associated with the role associated with the role.

The details contained in this job description, particularly the principal accountabilities reflect the content of the job at the date the job description was prepared. It is inevitable over time the nature of individual jobs will change; existing duties may be lost and other duties added without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.