



Family Welfare Worker

TYKES Young Carers

Location: Golspie, KW10 6RN

Job Title: Family Welfare Worker

Location: TYKES Office, Golspie

Reporting to: Project Manager

Hours: 21 hours per week (0.6 FTE)

Holidays: We offer a holiday leave allowance above statutory minimum, plus 2 weeks off over Christmas and New Year.

Salary: £27,837.81 FTE

Contract: Fixed term to March 2027 with possibility to extend based on funding.

PRINCIPAL PURPOSE

To develop and deliver high quality support services for young people and their families across Sutherland with caring responsibilities in accordance with the aims and objectives of the TYKES' Project which will improve their quality of life.

ROLE AND RESPONSIBILITIES

GRANTS AND SUPPORT FOR INDIVIDUALS AND FAMILIES

- Identify and apply for sources of funding and support for families and young carers, including but not limited to school clothing grants, food and fuel vouchers, respite grants and activities, winter clothing grants, community council grants, alleviation of period poverty, holiday hunger initiatives, Cash4kids and Mission Christmas and Young Scot Carers Packages
- Monitor, evaluate and report back on grants and support secured for families and young carers
- Keep an up to date knowledge of grants and support for individuals and families
- Enable young carers and their families to access further support and advice services such as the Citizens Advice Bureau, Highland Council, Job Centre Plus, EnableWorks, Developing the Young Workforce and other relevant services
- Enable young carers and their families to participate in local respite activities and initiatives

FOOD LARDER

- Take overall responsibility for the internal food larder, used by young carers and their families
- Liaise with food providers to stock the larder

- Implement and follow a plan to distribute stock from the food larder to families and young carers

PARENTS GROUP

- Support the organisation and delivery of a regular parents drop in group, attending the group to pass on information of available grants and support services, respite opportunities for young carers and other relevant support and initiatives
- Work closely with the team of Fieldworkers to develop strong relationships with families

GENERAL

- Undertake and participate in community engagement to raise awareness of the welfare work and TYKES service in general
- Ensure accurate record keeping of work undertaken
- Prepare quarterly reports for the Board of Directors regarding the welfare work
- Undertake any training required
- Undertake any other task deemed reasonable by the project manager

LEGISLATIVE/COMPLIANCE

- To ensure you comply with all statutory and legal obligations including Health and Safety at Work
- Ensure Project's internal processes and administration are adhered to in a timely manner
- To be vigilant on all safety matters and notify your line manager of any potential non-compliance of regulations or any hazardous situation which may occur
- Requires PVG Scheme membership

Person specification - Knowledge, skills, qualifications and competencies

Essential	Desirable
2 years' experience of working in a similar role	Full UK driving licence and access to own car
Experience in writing funding applications with a knowledge of grants and support available to individuals and families both locally and nationally	Knowledge and experience of creating digital content
Experience of working with young people, families and/or vulnerable people	Experience of representing and advocating for vulnerable people
Experience of working within the charity sector	A working knowledge of Child Protection and the Highland Practice Model
Good computer skills, particularly use of Microsoft 365	A working knowledge/understanding of the Carers (Scotland) Act 2016
Excellent communication, time management and organisational skills	
Flexible and adaptable, able to positively respond to unexpected challenges in rapidly changing environments	
Good record keeping and organisational skills and ability to manage own workload	
A team player	
Able to work on own initiative	