

## Young Carers in Schools Coordinator – Role Description

### Our Vision, Mission and Values

**KCN's vision** is a future where carers are recognised, valued and enabled to live and care well.

**Our mission** is to provide tailored information, advice and support to unpaid carers, and advocate for better local services that meet their needs.

### Values

Everything we do is driven by the following values:

**Compassion:** We bring an empathetic and caring approach to our work and ensure that carers are treated with compassion and care by others.

**Authenticity:** We stand with carers and use our independence and lived experience to challenge injustice and champion carers' rights.

**Representation:** We are proactive in putting unpaid carers at the heart of our decision-making so that carers' diverse perspectives are seen, heard and shape our services.

**Expertise:** We recognise carers as experts in their loved ones' needs, bringing innovation to our services through co-production and listening and learning from feedback

**Relationships:** We build and strengthen peer support and community among carers

### Role: Young Carers in Schools Coordinator

**Closing date:** Monday 15<sup>th</sup> June 2026

**Interviews:** W/C 22<sup>nd</sup> June

**Location:** Kingston upon Thames with some hybrid working

**Hours of Work:** 36 hours per week

Full-time (flexible working, may involve some evening/weekend duties)

**Salary:** £36,691

**Contract:** 3 years



**Responsible to:** Young Carers Project Manager

**Holiday entitlement:** 25 days per annum plus statutory holidays

**Pension:** 4% matched pension contribution

### **About Kingston Carers' Network (KCN)**

Kingston Carers' Network (KCN) is an independent charity providing information, advice, advocacy and support to unpaid carers of all ages who are caring for someone with an illness, disability or substance misuse problem. Registered Charity No: 1151456

We are the only organisation in the borough with a team dedicated to supporting the needs of young carers, and as such have a wealth of experience and expertise in issues which affect their lives.

### **About the Young Carers Project (YCP)**

The Young Carers Project is a part of Kingston Carers Network.

Young carers are individuals under the age of 18, who regularly provide unpaid care for a relative they live with, who is unable to cope without their support due to a long-term illness, disability, neurodevelopmental condition, mental health condition, or substance misuse. They may offer physical and/or emotional support, and as a result, can miss out on a range of opportunities.

At the Young Carers Project, we aim to:

- Reduce Isolation through peer support
- Provide respite from caring responsibilities by providing an outlet away from the home environment
- Build friendships through shared experiences
- Build resilience and confidence
- Promote wellbeing and reduce stress

### **Purpose of the Role**

This post aims to:



- Improve the identification and support of young carers within secondary schools across the Royal Borough of Kingston upon Thames.
- Support Young Carers transitioning from Primary to secondary school.
- Improve educational outcomes, mental health and life opportunities for young carers.
- Build the capacity of schools to create sustainable, carer-friendly environments.
- Ensure young carers have a voice in shaping school practices and local policy through ambassador and forum activity.
- Strengthen partnership working between schools, carers services and wider stakeholders.

### **What You'll be Doing**

- To lead the delivery of a schools-based young carers support project, working with a cohort of secondary schools each year whilst building and maintaining strong relationships with secondary schools, including senior leaders, pastoral staff and external partners.
- To provide direct support to young carers through group work, peer support and one-to-one mentoring whilst ensuring all activities are inclusive, accessible and responsive to diverse needs.
- To work with schools to improve identification, understanding and support for young carers whilst developing accessible and engaging resources for schools and young carers.
- To develop resources, training and guidance for school staff.
- To establish and support a Young Carers Ambassadors Forum, ensuring young people can influence services and policy.
- To contribute to the strategic development of services for young carers.
- To promote the welfare, safety and wellbeing of young carers in line with safeguarding procedures.
- To support the Young Carer referral process whilst carrying out home visits and welcome sessions.
- To support schools to implement the "Young Carers in Schools" framework.
- To establish and support in-school and after school peer support groups (e.g. breakfast, lunch or after-school clubs).
- To monitor, evaluate and report on project outcomes, including maintaining accurate records and data.
- To contribute to funding reports and organisational learning.
- To represent Kingston Carers Network at meetings, forums and events as required.

The duties of this post will change and develop over time. The post holder will be expected to monitor such developments and propose appropriate changes.

## Who We're Looking For

### Essential:

#### Personal Qualities

- Commitment and alignment to KCN's vision, mission and values
- Ability to work on own initiative, manage time effectively, prioritise own workload and work to tight deadlines
- Ability to work constructively and collaboratively with colleagues, partners and funders

#### Experience

- Experience of working with children and young people (preferably 11–18 years).
- Experience of partnership working with schools or other agencies.
- Experience of delivering group work and/or one-to-one support.
- Experience of designing and delivering training or workshops.
- Previous experience of planning and costing activities within budget boundaries.

#### Skills and Abilities

- Strong communication skills (written and verbal).
- Ability to work independently and manage a varied workload.
- Commitment to equity, diversity and inclusion.
- Strong IT Skills

#### Knowledge

- Understanding of the needs and challenges faced by young carers.
- Understanding of safeguarding and child protection.

### Desirable:



- Experience of working specifically with young carers.
- Knowledge of education systems and school environments.
- Experience of youth participation or co-production approaches.
- Experience of monitoring and evaluation.
- Knowledge of local services in Kingston.
- Experience of working with and preparing reports for funders
- Use of car.

## **What We Can Offer You**

### **Community**

- Staff away days
- In person social activities

### **Family**

- Our policies include compassionate, dependents, carers and bereavement leave that support the lives of staff who have additional commitments.
- Many of our staff and trustees have experience of caring and we are a carer-friendly organisation providing up to five days paid carers leave.

### **Holidays**

- 25 days annual leave per annum plus statutory holidays – pro-rata.
- Bonus Christmas Leave

### **Flexible working**

- We operate flexible working practices which include working from home, varying start and end times of the working day and compressed hours.
- Staff are expected to record their working hours on a timesheet and will accrue time off in lieu for any hours worked over their contracted hours.

### **Pay and pension**

- You'll be eligible and auto-enrolled into a pension scheme with Scottish Widows.
- We offer a 4% matched pension contribution after successful completion of three month probationary period.

## Learning and development

- A key part of our strategy is to continue to develop and enhance the knowledge and learning experience of our staff.
- Staff have regular supervision which can include a personal support plan. The wellbeing of staff is paramount.

## Key Policies

### Confidentiality

Employees are bound by the KCN Confidentiality and Data Protection Policy and are required to observe all the relevant provisions regarding the recording and / or disclosure of information on anyone they may be supporting.

### Vulnerable Adults and Child Protection Policies

Employees are bound by the Adult and Child Safeguarding Policy, including attending relevant training.

### Data Protection

Employees are required to observe the provisions of the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent revisions.

### Equality and Diversity

KCN is committed to providing services without discrimination to those who are entitled to them, regardless of race, colour, gender, sexual orientation or age, and its workers are expected to strive to conform to this goal.

### Health And Safety

Employees are expected to contribute to Health and Safety in the workplace by taking all requisite actions to minimise risks.

## How to Apply



Download an application form from [www.kingstoncarers.org.uk](http://www.kingstoncarers.org.uk). Return completed application forms to [admin@kingstoncarers.org.uk](mailto:admin@kingstoncarers.org.uk).

All applications received will be acknowledged but we are unable to notify applicants that are not invited to interview.

**Please note that this post is subject to an Enhanced DBS check.**