

DUNDEE CARERS CENTRE

Job Description

Title: Groupwork Development Worker, 'The Rights Way' Project
Responsible to: Team Leader, Independent Living Services
Salary: £28,576 - £31,593 (pro-rata)
Hours: 29 hours per week. Fixed term until 31 March 2026

Our Values:

- We believe that everyone deserves to be treated with fairness and dignity and is supported to make a positive difference in their life.
- As an organisation that embraces challenge, we need to demonstrate a culture of kindness, compassion and creativity.
- Working together, we keep the needs of carers and disabled people at the centre of everything we do...because we care

Improved Outcomes for Carers:

- As a carer, you have improved emotional and physical wellbeing and achieve your personal goals and outcomes
- As a carer, you can combine caring responsibilities with work, social, leisure and learning opportunities and have a life outside caring
- As a carer, you are supported to manage your caring and minimize the impact of financial hardship, as a result of caring
- As a carer, you are included in deciding how you are supported and are able to influence how services are provided

'The Rights Way Project' was co-designed by carers for carers to feel a greater sense of control and power in their own lives and to achieve their goals and outcomes in a confidential, relaxed, and safe environment. We facilitate this through a 6 week Groupwork Programme where carers share their knowledge and experience based on topics decided by everyone in the group; and through Bitesize Sessions on topics that carers have identified that they would like to learn more about, often co-facilitated with other professionals. Groupwork Programmes and Bitesize Sessions can be online or face to face. Carers also have an opportunity to gain a nationally recognised qualification with support from the team and one another. We have a growing team of volunteers who support us with the project.

Purpose of the Post:

The postholder will work with carers of all ages, disabled people and the community to deliver rights-based programmes which may include:

- Guided self-assessment and goal setting
- Rights and responsibilities
- Money
- Self-Advocacy skills Inc. Communication and assertiveness skills
- Understanding and navigating the system
- Wellbeing self-management tools and technique

Key Duties

- To work in partnership with carers, disabled people and other community organisations, including in localities identified by the Team Leader, to build on existing knowledge and relationships.
- Using asset-based approaches, including the collection of carers stories to build a picture of carers experience, assets and needs to ensure outcomes are achieved through the programme.
- To ensure that appropriate methods and approaches are used to involve carers and their families in the development of the ongoing work of the team and delivery of the programme.
- Develop with carers information sharing and communication protocols for the programme.
- To develop links and partnerships with groups, associations, voluntary, private and public sectors to enhance the delivery of the programme.
- Work with the Team Leader (ILS) to identify key strategic partners and partnerships to meet carers outcomes.
- Co-design with carers supports in partnership to meet carer outcomes, including the development of peer support/mentoring.
- To share the learning from the development of the ongoing work of the team internally and externally.
- To work with carers and partners to secure funding to support areas of work identified.
- To deliver support to carers through the programme that meets their personal outcomes, through 1:1 and group support.
- As part of the team provide accreditation opportunities to carers and volunteers.

Management of Staff

- Manage staff as identified by the Team Leader (ILS)
- Recruit, support and manage volunteers to support the development of the programme.

General Duties

- To maintain accurate and confidential records.
- To work within the Centre's existing and new policies and procedures.
- To work within the Centre's multi-disciplinary team to ensure that all carers and disabled people receive the best service possible.
- To undertake all necessary training as identified with the Team Manager (ILS).
- Produce reports, research and strategies to inform management, Board and external stakeholders as requested.
- To undertake any other duties as required ensuring the development and success of Dundee Carers Centre and the Dundee Carers Partnership.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

The nature of this role means that the postholder will be in a position of trust with young people and protected adults. This is classed as regulated work, and the successful applicant will therefore be required to register with the PVG Scheme in Scotland if they have not already done so, or to apply for a Scheme Record Update. This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and also with the Centre's own Protecting Vulnerable Groups Policy that can be accessed in the Staff and Volunteer Handbook.

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PERSON SPECIFICATION: DEVELOPMENT WORKER

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	Good standard of education.	Degree level qualification in an appropriate field e.g. CLD, Social Work
Knowledge	<p>A good knowledge of community care and health issues.</p> <p>Knowledge of the issues facing carers and disabled people.</p> <p>A good understanding of co-production.</p> <p>A sound knowledge of how the voluntary, statutory and community sectors work.</p> <p>Working knowledge of child and adult protection procedures.</p> <p>A good understanding of equality and diversity issues and a commitment to supporting people from marginalised groups.</p>	<p>Knowledge of community development approaches,</p> <p>Dialogical approaches and</p> <p>Co-design approaches</p>
Experience	<p>Experience of working with people in an outcomes focused way.</p> <p>Experience of Working in the Community.</p> <p>Proven ability in organising, prioritising and managing own work.</p> <p>Proven ability to network with other agencies and professionals.</p> <p>Proven experience in delivering training.</p> <p>Experience of group facilitation.</p>	<p>Experience of line managing staff and volunteers.</p> <p>Experience of developing and sustaining meaningful partnerships.</p> <p>Experience of applying for funding.</p>
Skills/Abilities	<p>Very good listening, verbal and written skills.</p> <p>Presentation skills.</p> <p>Leadership skills.</p> <p>Organisational skills.</p>	<p>Driving Licence</p> <p>Community Languages (Urdu, Punjabi, Cantonese, Arabic, Polish)</p>
Personal Attributes	<p>Ability to work in a team as well as own initiative.</p> <p>Resourceful and creative approach.</p> <p>Excellent interpersonal skills.</p> <p>Ability to work within tight timescales and deadlines.</p> <p>Work flexible hours where necessary including evenings and weekends.</p>	