

Signpost Stockport for Carers Adult Carers Manager – Job Description

The Adult Carers Manager will be an experienced team leader, responsible for the operational management of Signpost's services to adult carers. Working alongside the Young Carers Manager and supported by the Director, they will ensure effective and appropriate delivery of services to any adults providing care for a friend or family member in Stockport.

Salary - £27,000 pro rata

Hours – 21 hours per week.

Contract – Fixed one year contract with possibility of extension, subject to funding

Established over 30 years ago, Signpost is a specialist independent charity supporting unpaid carers from the age of six upwards. Signpost believes that being a carer should not be a barrier to a fulfilling life. Our mission is to help carers manage their caring role, sustain their own health and wellbeing and balance their caring role with a life of their own. To this end, Signpost provides a range of practical, financial, psychological and emotional wellbeing services in the community to both adult and young carers.

The Adult Carers Manager will need the following skills and attributes:

LEADERSHIP - Experience of, and ability to, motivate staff and volunteers, developing our cohesive and supportive team.

EXCELLENT INTERPERSONAL SKILLS – The ability to build relationships with a variety of people, including service users, stakeholders and staff

CREATIVE THINKER – To inspire and innovate, developing and trialling ideas, listening to feedback and responding to needs

FLEXIBILITY – The role is varied and requires someone who is able to adapt to change and be able to undertake a variety of roles and tasks, often in the same day! This includes 'hands-on' carer support.

UNDERSTANDING OF CARERS – It is essential that the Adult Carers Manager has a good understanding of what it means to be an unpaid carer and the impacts that this can have.

CONFIDENCE – To make and follow through with decisions, and to recognise when plans need to change

The main tasks will be as follows:

- To lead on the development and implementation of services for adult carers
- To support the Adult Carers Team to deliver on their outcomes in a positive and supportive environment
- To hold regular support and supervision sessions with the Adult Carers Team, individually and as a team
- To work with the director to identify funding opportunities for adult carers services
- To support the director in collating monitoring information for funding streams and projects
- To ensure that statutory responsibilities are met on a day-to-day basis within the Adult Carers Team, including GDPR, safeguarding and health and safety
- To represent the Adult Carers Team, and the whole organisation, at external events and publicity opportunities
- To effectively market the work of the Adult Carers Team to all stakeholders
- To provide regular reports, verbal and written, to the director and the Board of Trustees about the outcomes of the Adult Carers Team
- To provide support to adult carers, by telephone, email and face to face if required
- To support the coordination of events and activities for adult carers in Stockport
- To ensure that Stockport's adult carers receive a comprehensive, informed, tailored and consistent service in an appropriate and accessible way.

Person Specification	ESSENTIAL (E) OR DESIRABLE (D)
Qualifications/training	
Well educated, preferably to degree level	E
Experience	
Experience of providing supervision and support to members of staff through being a team leader.	E
Experience of working in partnership with a range of public, private and/or voluntary sector organisations	E
Experience of public speaking and supporting workshops and/or information sessions	E
A good understanding of the issues which affect carers	E
Experience of delivering projects with specific outputs and outcomes	E
Experience of funding applications	D
Experience of working with the general public	D
Skills and Abilities	
Excellent communication skills, both written and verbal	E
Ability to promote and engage carers and professionals	E
Ability to develop creative and imaginative ways to work in different environments	E
Strong organisational skills	E
Ability to adapt quickly to situations and think independently	E
Full driving licence and access to a vehicle for work	E