



Telford & Wrekin

CVS

Involving, Inspiring, Supporting

We have the following post available within our Carers Centre:

ALL AGES CARERS CENTRE TEAM LEADER

Salary: £20,950 per annum

(FTE Salary: £25,140)

30 hours per week: Fixed term until 30 September 2018.

We are looking to appoint an enthusiastic and motivated person to join our busy team. If you are passionate about supporting unpaid family Carers then this opportunity could be for you.

The role involves:

- To develop, co-ordinate and lead the All Aged Carers Centre.
- To support the service to identify unmet need, set priorities and contribute to the local carers strategy.
- To ensure effective communication with the dedicated Carers Commissioner.
- Ensure appropriate and proportional representation of carers of all ages to participate in having their voices heard.
- Ensure the service supports carers in a person centred way to remain safe within the community.
- To manage, support and supervise the staff team and oversee the supervision of volunteers.

The successful candidate will be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS [Code of Practice](#); a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

The successful candidate will be required to complete a questionnaire to assess any health and safety workplace needs through the Local Authority's Occupational Health Service.

For an informal discussion contact Debbie Gibbon on (01952) 262066 or by emailing debbie.gibbon@carerscontact.org.uk.

For an application pack contact karenmorrow@tandwcvcs.org.uk. CV's are not acceptable.

CLOSING DATE: Friday 15 September 2017 3pm

Registered Charity Number: 702589