



# Role Profile

<b>Project Officer (Unpaid Carers)</b>			
Reference No:	A5066		
Service:	Health and Social Care		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC5

<b>Purpose</b>
<p>The post holder will communicate with an extensive range of internal and external stakeholders at strategic and operational levels and on a one-to-one basis to ensure that the strategic vision of their programme is communicated with all stakeholders and that the requirements of stakeholders are understood and communicated.</p> <p>The post holder will develop and deliver a range of campaigns, services and resources to raise awareness of unpaid carers and the services that support them across the widest set of stakeholders including, but not limited to; unpaid carers and cared-for persons; health and social care professionals and practitioners; education professional (for young carers); partners in the voluntary and independent sectors; and the general public.</p> <p>The post holder will be required to find creative solutions to problems and communicate these effectively using written, verbal and presentational skills.</p> <p>The post holder will work closely with Fife Council, NHS Fife and third-party organisations to promote carer awareness.</p>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Developing and delivering an integrated campaign to raise awareness of unpaid carers and the services that support them	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent	✓	

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using a wide range of communication and awareness raising methods.				
Planning tasks and managing workload independently to meet the purpose of the role, i.e. to raise awareness of unpaid carers and services to support them.		Experience and ability to work without direct supervision	✓	
Working with and involving commissioned stakeholder partners and local communities to develop community led solutions to raise awareness of the support for carers.		Experience of delivering a customer focused service	✓	
Maintaining an up-to-date information service for unpaid carers including resources that unpaid carers and the professionals who support them can access easily to meet unpaid carers needs for support.		Experience of dealing with statutory agencies and working with the voluntary sector	✓	
Planning and maintaining an online and social media presence and campaigns to promote carer awareness and the services that we commission to meet unpaid carers' needs for support.		IT Skills	✓	
Developing and delivering a range of resources for unpaid carers who do not access their information needs through online and social media		Communication skills	✓	
Leading on the planning and delivery of a local Carers' Week initiatives on behalf of the partnership, including support commissioned partners.		Experience of working as part of a Team to maintain strong working relationships with a range of stakeholders	✓	
Supporting unpaid carers to access alternatives to statutory services by raising awareness of alternatives and promoting these as a means to meet personalised solutions for unpaid carers.		Problem solving skills	✓	
Preparing standard reports to track progress of the campaign and awareness raising.		Extensive relevant working experience		✓
Maintaining information and monitoring systems relating to the post.		Ability to be innovative and creative	✓	
Actively working with a wide range of colleagues across Health & Social Care Partnership to maximise their awareness of the support available to carers, and supporting colleagues own campaigns to raise the awareness of their services among carers across Fife.		Ability to travel throughout Fife	✓	
To be actively involved in any national developments affecting the project, representing Fife as required.				

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Undertaking all other duties as required for the role and in support of the wider objectives of the partnership, as directed. Duties will be in line with the grade.				
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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>