



Job Description

Title:	Carer Awareness Officer – Hospital
Salary:	Point 18 on the NJC Pay Scale £27,344 per annum (based on 37 hours per week)
Contract term:	Permanent
Hours:	Up to 37 hours per week, usually to be worked during normal office hours, with some occasional evening or weekend hours required. Part time hours can be considered by agreement.
Accountable to:	Team Leader
Location:	Hastings, East Sussex <i>Additional optional office bases at Eastbourne, Uckfield and Lewes with hybrid and/or remote working available.</i> The post holder's main duties will usually take place in Hastings, within the hospital setting, however work anywhere within East Sussex may be required.
Job Purpose:	Raising awareness of carers and caring within the hospital, stimulating the development of carer-friendly practices and empowering Secondary Care staff to identify, refer and support unpaid carers; Leading the organisation's Carers Passport work stream; Designing, planning, delivering and evaluating Carer Awareness training to NHS colleagues in the hospital setting; Promoting early carer identification and increasing reach to hidden carers
Functional Relationships with:	NHS partners at The Conquest Hospital in Hastings, Care for the Carers colleagues and volunteers, Health and Social Care partners, voluntary sector partners.

Key Responsibilities:

1. Leading the Carers Passport workstream:
 - a. Developing a Carers Passport model for East Sussex, building on the existing Carers Card scheme;
 - b. Liaising with established Carers Passport projects to ensure best practice is built into the East Sussex model;
 - c. Involving carers and partners across the Health and Social Care system in the development;

- d. Implementation of the Carers Passport at the Conquest Hospital;
 - e. Producing monitoring and evaluation reports as required.
2. Delivering Carer Awareness training within the hospital setting, through:
 - a. Working with the Carer Awareness training lead to develop Think Carer training tailored to the NHS teams working in the Hospital setting;
 - b. Planning, delivering and evaluating training sessions and presentations to Hospital teams,
 - c. Producing monitoring and evaluation reports as required.
 3. Developing and maintaining partnerships with hospital staff, and colleagues in related teams to raise awareness of carers and caring, stimulating the development of the hospital as a carer-friendly space.
 4. Promoting early carer identification and increasing reach to hidden carers through awareness activities, including facilitating information stands.
 5. Providing carers with information about the support available from Care for the Carers and voluntary and statutory sector partners.
 6. Working in partnership with internal colleagues to develop Care for the Carers' promotional materials tailored to the Hospital setting and teams.
 7. Representing Care for the Carers at NHS networking meetings as appropriate, representing carers' voices and raising awareness of carers and caring.
 8. Assist in ensuring project budgets are adhered to and financial systems maintained.
 9. Take an active part in Team Meetings, training and own supervision and appraisal.
 10. Act at all times in accordance with Care for the Carers' policies, including Diversity and Equal Opportunities Policy, and in a way that will ensure the reputation of the organisation is maintained and enhanced.
 11. Carry out any other duties commensurate with the post, as agreed with the Head of Communities.

Please note, this Job Description is intended to outline the main duties of the post and may change as the post and organisation develops.

December 2022