

Employer Partnerships Officer (Post ref: PR114)

Hours: 21 hours per week
Salary: SCP23 £28,226 (Actual £16,936) to SCP25 £30,095 (Actual £18,057)
Contract: Permanent
Location: Leeds

Closing date: Sunday 6th November 2022
Interview date: Thursday 17 November 2022

Carers Leeds is an independent charity that gives specialist and tailored support, advice and information to unpaid carers aged over 16yrs. An unpaid carer is someone who looks after a relative or friend that could not manage without this support due to a health condition, frailty, substance misuse or disability.

Established in 1996, our award-winning service and team of expert support workers are dedicated to improving the lives of thousands of carers in Leeds.

Carers Leeds works in partnership with community groups, local businesses and third sector organisations to give carers in Leeds a network of support. We deliver confidential advice, guidance and emotional support that help carers keep on caring.

Over the last five years Carers Leeds has been working with more than 30 large, Leeds-based employers to encourage them to improve how they identify and support carers in their workforce. Members of our Employers Forum include ASDA, Morrison's, DWP, Leeds Teaching Hospitals, two universities, British Gas and Leeds City Council.

Brief Role Description: To facilitate and grow the Carers Leeds offer of support to employers in the city, to help them do more to improve the availability of information and support to carers in their workforce.

Key Duties and Responsibilities:

- To lead and develop the Carers Leeds offer to employers in the city to ensure carers who are also in paid employment are well informed and supported
- To ensure that employers in Leeds know what support Carers Leeds can offer to them and to their workforce to enable working carers to access information, advice and support regarding their caring role.
- To co-ordinate and facilitate our Employer's Forum meeting which is made up of employers in the city to share ideas and good practice of supporting working carers.
- To identify new employers to join the Forum and maintain the relationship between the partner employers and Carers Leeds.
- To work with employers in Leeds to achieve the Carers UK 'Carer Confident' accreditation.
- To develop and deliver information, education and awareness sessions for managers and employees from partner organisations.

- Work with the Carers Leeds Senior Communications Officer to develop support materials for employers and for working carers including digital resources.
- To network and build relationships with other organisations locally, regionally and nationally in relation to working carers.
- To represent Carers Leeds with external stakeholders and at external events.
- To work collaboratively with colleagues as part of an External Partnerships Team, promoting Carers.
- To carry out specific projects and activities related to working carers.

This post is subject to a satisfactory a DBS check

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime
- Hybrid working (part home/part office based)

To Apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. (No Agencies / CVs will not be accepted)

Carers Leeds celebrates diversity and strive to be an equal, diverse, and inclusive organisation, we welcome applications from all sections of the community. Groups currently under-represented in our workforce are from ethnic minorities, people with disabilities, younger and older workers, men, and transgender people.

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