

Recruitment pack

Project Lead: Carers Assessments Training & Awareness

Fixed Term (9 months) 14.4 (2 days) hours per week, £26,000 FTE, £7,800 actual p/a.

Application deadline: 9th February 2026 5pm

Message from Vikki Wilkinson, Chief Executive Officer

We are a charity established in Bexley for over 20 years, set up by and for unpaid Carers in and around Bexley. Our aim is to make a difference for carers every day and have a positive impact on both the lives of our Carers and the communities in which we work. We offer excellent and high-quality services including counselling, welfare benefits guidance, carers and care needs assessments, a Support Worker Service and a groups programme, but our strength is that we also bring to our work ourselves as people: committed, trying our best with a range of strengths, interests and experiences.

The team work within a defined, accountable and supportive framework but with autonomy, transparency, trust and commitment to support thousands of local unpaid carers every year.

Our values are really important to us, we encourage others who hold these values to consider joining the team.

We believe that *building a strong culture is what builds a strong organisation*, which in turn enables us to offer high-quality and impactful support for carers.

People First – We recognise and value people as individuals with individual needs and feelings and we are committed to providing flexible and creative services in response. Our focus is on putting people first and treating people how we would wish to be treated. We are compassionate, warm, polite, empathetic, understanding and approachable.

Respect – We treat everyone with dignity, understanding and respect. We value diversity and embrace people's differences in the way we work.

Honesty and integrity – We believe that acting with integrity and honesty is integral to our work; this means we do what we say we will and deliver our promises. We are open, honest and transparent in the way we work.

Professional – We have a skilled and experienced team of staff and volunteers who are committed to working in a professional way and delivering excellence within all our services.

Valuing Our Volunteers - We have a dedicated and enthusiastic team of local volunteers who support our work. We are led by a voluntary Trustee board who provide direction and leadership to Carers Support (Bexley).

Job description and person specification

Project Lead: Carers Assessments Training & Awareness reporting to the Chief Executive

Location Our offices are at Wolsley House, Crayford, Bexley. Staff are encouraged to manage their own time within core hours, with line management support, with a presence in the office and community and with flexibility to work remotely.

Hours	14.4 hours (2 days) per week
Salary	£26,000 per annum pro-rata £7,800 (Fixed term for 9 months)
Benefits	25 days holiday (pro-rata) per annum plus bank holidays 6% pension contribution Additional day off on your birthday and Christmas eve each year Paid carers leave Employee Assistance Programme (EAP)

Purpose of the role

This role exists to improve outcomes for unpaid carers by strengthening how Carers Assessments and Support Plans are understood, delivered, and valued across adult social care and the voluntary sector. The postholder will lead a funded, time-limited programme that delivers improvements in carer identification, assessment quality, and carer-centred practice.

To deliver a high-quality training and awareness programme to a total of 50 adult social care staff that increases workforce confidence, embeds carers' lived experience into practice, and contributes to improved outcomes for carers, in line with funder expectations. The training is to be co-created with unpaid carers and is likely to be delivered in small "lunch and learn" group sessions, scheduled over 6 months.

Main Duties

Contribution to Project Outcomes

- Co-produced training materials that reflect carers' lived experience.
- Improved quality and consistency of Carers Assessments and Support Plans.
- An increase in staff confidence and knowledge.

Key Areas of Focus

- Leading the design and delivery of a training and awareness programme.

- Embedding carers' voices through co-design and co-delivery.
- Supporting cultural change towards carer-aware, person-centred practice.
- Contributing to monitoring, evaluation, and reporting against funded outcomes.

Other

- At times, it may be helpful to attend Board meetings and other meetings, for example staff meetings. This would be within your contracted time.
- Attending and participating in training or development required to ensure personal and professional development to meet the requirements of your role and the charity's standards.

Person Specification

Knowledge/Experience

Experience of training, facilitation, or workforce development.

Skills and Abilities

Communication

Excellent communication and relationship building skills which enable people to feel comfortable, confident, and listened to.

Ability to work collaboratively with people with lived experience.

Time management and organisation

Excellent time management and organisational skills to be able to deal with a variety of tasks and a range of priorities within specified timescales and with attention to detail.

Planning

Experience of being able to plan and schedule in advance, with awareness of dependencies, conflicts or issues that may arise.

Ability to contribute to project evaluation and impact reporting.

Information Technology skills

Strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel.

Personal Characteristics

- Caring and considerate
- Calm under pressure

- Organised
- Committed to inclusion of people in all aspects of work and community life.
- Enthusiasm to work as part of a team.
- Enthusiasm for being in the community and working with multiple stakeholders.
- Strong commitment to improving outcomes for unpaid carers.

How to apply

We welcome an informal discussion prior to application if you would like to discuss the role or have any questions. Please contact Vikki Wilkinson, vikkiwilkinson@carerssupport.org

Please submit a personal statement of up to 3 sides of A4 demonstrating how your skills, interests and expertise meet the main duties of the role and the person specification. Please also submit an accompanying CV. **We can only consider applicants for shortlisting who have submitted both a personal statement and a CV.**

The application deadline is **5pm 9th February 2026**. Please submit via e-mail to vikkiwilkinson@carerssupport.org

Interviews will be held at Wolsley House, Crayford in late-February/early March and will be confirmed on applicants being shortlisted for interview.