

Project Manager for End of Life Project

Join Carers Network to be part of our well-established End of Life Carers Project providing unpaid adult carers with individual support plans tailored to their needs, as well as developing relationships with partner organisations to raise awareness of carers' rights and needs. We are looking for someone who is empathetic and confident to engage and support conversations around matters relating to death, dying and bereavement with both carers and professionals. You will also be an experienced leader willing to manage a small team, very organized individual, great at administration and have excellent IT skills.

Main duties:

- Manage a team of staff and volunteers to deliver the project outcomes
- Maintain and update records on electronic case management system
- Provide ongoing formal evaluation of the programme outcomes and continuous monitoring of service standards and procedures
- Write monitoring reports for the project's funders and provide copy about the project for new funding applications
- Publicise the project by networking with external stakeholders and making presentations to statutory and voluntary organisations
- Work with the Social Media Officer to raise awareness of the project and be available to appear on podcasts, radio and other broadcast media
- Manage a caseload of end of life carers, supporting their physical and emotional wellbeing through timely needs assessment, and ongoing identification and management of risk
- Advise other staff whose work relates to End of Life carers
- Assist carers in making applications for grants, benefits and other entitlements, ensure carers are aware of the services to which they are entitled
- Refer and signpost carers to a range of support services including bereavement counselling and breaks
- Deliver an appealing programme of social events for EOL carers
- Support bereaved carers to maintain wellbeing and community engagement after their caring role ends through signposting and support to access a range of social, learning and volunteer opportunities

We are operating a hybrid system with working time divided between home and our offices in Queens Park. You will also be carrying out home visits and working at other community venues.

To apply please use the person specification to write a cover letter explaining how you meet the criteria for the job. We will use this letter to shortlist your application. Please also send your cv.

If you would like to have an informal chat about the role please use the messaging system or email on the job platform to ask for an appointment.

Person Specification

- Experience of working with a diverse range of clients with differing and complex levels of needs.
- Experience of managing own caseload including maintaining detailed case notes on a database.
- Skills and Abilities
- Ability to work on own initiative and to balance a range of tasks with competing demands.
- Ability to collaborate with others and work effectively as part of a team.
- Excellent IT skills, including use of Microsoft programmes
- Good communication skills
- Ability and confidence to engage and support conversations around matters relating to death, dying and bereavement with both carers and professionals.
- Knowledge of issues affecting unpaid carers.
- Knowledge and/or awareness of end of life issues.
- Knowledge of relevant legislation, including the Care Act 2014.

Job Type: Contract

Salary: £31,000.00 per year