Adult Carers – Information and Advice Worker
21 hours per week
Salary £23,493 per annum, pro rata

Did you know that there may be over 20,000 Sutton residents who care, unpaid, for a family member or friend who is sick or disabled due to a physical, mental health or substance misuse issue? Sutton Carers Centre works in partnership to help improve and maintain the quality of life for these Young and Adult Carers living and/or working in the London Borough of Sutton.

As a partner in the advice & information service for Sutton (ALPS – Advice Link in Partnership Sutton), we are working alongside the lead partner Citizen’s Advice Sutton, as well as Age UK Sutton and others to supply an expert range of information and advice to meet the needs of Sutton’s residents.

We are seeking a motivated and energetic person to work as part of a team of talented paid staff and volunteers, whose role will be central to the development of a high-quality service to (unpaid) Carers and their families. Whilst helping people to develop their own support networks, independent of statutory or public services, you will be assisting Carers and their families to maximise their income by encouraging full benefit checks, supporting Carers to complete benefit forms, and where and when necessary, assisting them to access individual grants and other funding streams.

You will have experience of delivering high quality information and advice, and have a good working knowledge of the benefits system and funding streams. Excellent organisational skills and the ability to prioritise conflicting demands on your workload, whilst working in a fast-paced, constantly-changing environment, are key components of this role. You will need to be flexible to the needs of Carers as well as the organisation, including occasional working outside normal office hours.

Sutton Carers Centre is committed to safeguarding and promoting the welfare of adults and children, and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS and other appropriate checks. We value the diversity of our teams and are looking for exceptional people from all backgrounds to join us. We particularly encourage people who are black, or from minority ethnic or refugee groups, and colleagues from LGBTQ+ communities, to apply. Men are currently under-represented in our Adult Carers team, as well. We also seek applicants with personal caring experience as well as welcoming applications from people with lived experience of mental health issues.

If you think you share our values and have the right knowledge and experience, then please apply now.

Closing Date for applications: We intend to keep applications open until Monday 30th November. However, we will close the applications early, if an appointable candidate applies before this date.

Date of Interviews: We will be interviewing suitable candidates as applications are received with plans to appoint as soon as a suitable candidate is identified.

For more information contact Mandy Dennelly on 020 8296 5611 or email mandy@suttoncarerscentre.org

To download and application pack, please visit our website
https://www.suttoncarerscentre.org/work-with-us or https://www.charityjob.co.uk