



May 2025

Dear applicant

Thank you for contacting us for information about the Carers Support Development Officer vacancy. You will find the following documents included in this pack:

- Background information about Dudley CVS
- About our application process
- Background information about the post you have enquired about
- A job profile and person specification for the post you have enquired about
- An application form
- An equal opportunities monitoring form

If you require an alternative format, please contact Dudley CVS via the details below.

The closing date for applications is 5pm Monday 9th June 2025. Application forms and the equal opportunities monitoring form should be emailed to info@dudleycvs.org.uk or posted to:

**Dudley CVS
7 Albion Street
Brierley Hill
DY5 3EE**

As we are a charity with limited resources, we are sorry that we will not be able to respond to applicants who are not shortlisted for interview. If you have not heard from us by **Thursday 12th June** please assume that you have not been shortlisted. Interviews are currently planned for **Tuesday 17th June 2025**.

If you have any questions about the process, please contact me on the number and email below. If you would like to have an informal discussion about the post, please contact Kate Green, Deputy Chief Executive, using the contact details provided in this letter.

Yours sincerely

**Dale Pickin
Administrator**



Background information

Dudley CVS's vision is:

“Caring, vibrant and strong communities where everyone can fulfil their potential”

And Dudley CVS's mission is:

“Connecting and inspiring people and organisations to achieve positive change while championing their value to partners and the wider community.”

To achieve these, Dudley CVS:

- Helps individuals that access health and social care services. This includes listening to people's experiences of services and working with service-designers to improve them, connecting individuals to decision-makers and helping them get their voices heard and supporting them to access services that improve their health and wellbeing.
- Supports people and communities that want to make a positive impact. This includes helping people to come together to plan projects and activities that benefit local communities, connecting people and communities to service-designers and encouraging collaboration and signposting to volunteering opportunities.
- Providing tailored support to people that set up and manage voluntary and community organisations, charities and social enterprises. This includes training people to organise and lead their group, supporting with paperwork, planning and financial management. Dudley CVS also supports organisations with involving volunteers, measuring and demonstrating impact and connects them to potential partners and funding opportunities.

Dudley CVS also acts as a trading company. Its assets are DY1 and Brierley Hill Civic Hall.

In addition, we are a key player in the borough in terms of strategic and partnership work to ensure that the role of the voluntary and community sector is maximised.

The voluntary and community sector is very diverse, spanning small, solely volunteer-led community groups to large charities that employ staff and growing social enterprises that trade to achieve their social aims. Many of these organisations are managed by an elected committee of volunteers. They can receive funding for their work from sources including the council, regeneration schemes, Europe or other charitable funders such as the National Lottery Community Fund. Other groups will have no or only small amounts of funding and rely entirely on volunteers to carry out their work. Dudley CVS receives its 'core' funding from Dudley Council and we also receive funding from various other sources and via income generation.

Working at Dudley CVS

Dudley CVS is a friendly, versatile and creative charity. We help people and organisations that want to make a positive difference in communities across Dudley borough.

We have a team crammed full of enthusiastic people with a dazzling diversity of skills and knowledge. We work in an ever-changing environment which means every team member needs to be prepared to respond to both internal and external opportunities, sometimes in a short timescale.

We have an informal working environment and the spaces we work from are friendly and welcoming - from our main office in Brierley Hill to the premises at Brierley Hill Civic Hall and DY1 in Dudley. Staff working for Dudley CVS have many opportunities to develop their skills and experience and to prioritise and manage their own workload on a day to day basis.

We are governed by a board of directors who give their time voluntarily. The directors are elected from and by our members, which are voluntary and community organisations operating in Dudley borough.

Dudley CVS is a company limited by guarantee and a registered charity. Dudley CVS also acts as a trading company.

We have been firmly rooted in Dudley borough for nearly 50 years and we have a palpable passion for Dudley borough's amazing people and places.

Join us to help the whole team with the increasingly crucial role of supporting people to do more for themselves at the same time as creating positive outcomes within our communities.

During recruitment processes, we look for people who have a 'can-do' attitude and are able to find ways and means to undertake work when solutions may not always be initially obvious, and people who relish a busy working atmosphere.

Our culture statement

Our Values

Dudley CVS nurtures people. As a team we work together to create a culture which places **trust, integrity, humility** and **caring** at the heart of what we do. We are **passionate** about supporting and working alongside people and the communities they are part of to make a difference and fulfil their potential. **Collaboration** is a cornerstone of all that we do.

Our values are our guiding beliefs, they define our behaviours and how we approach our work.

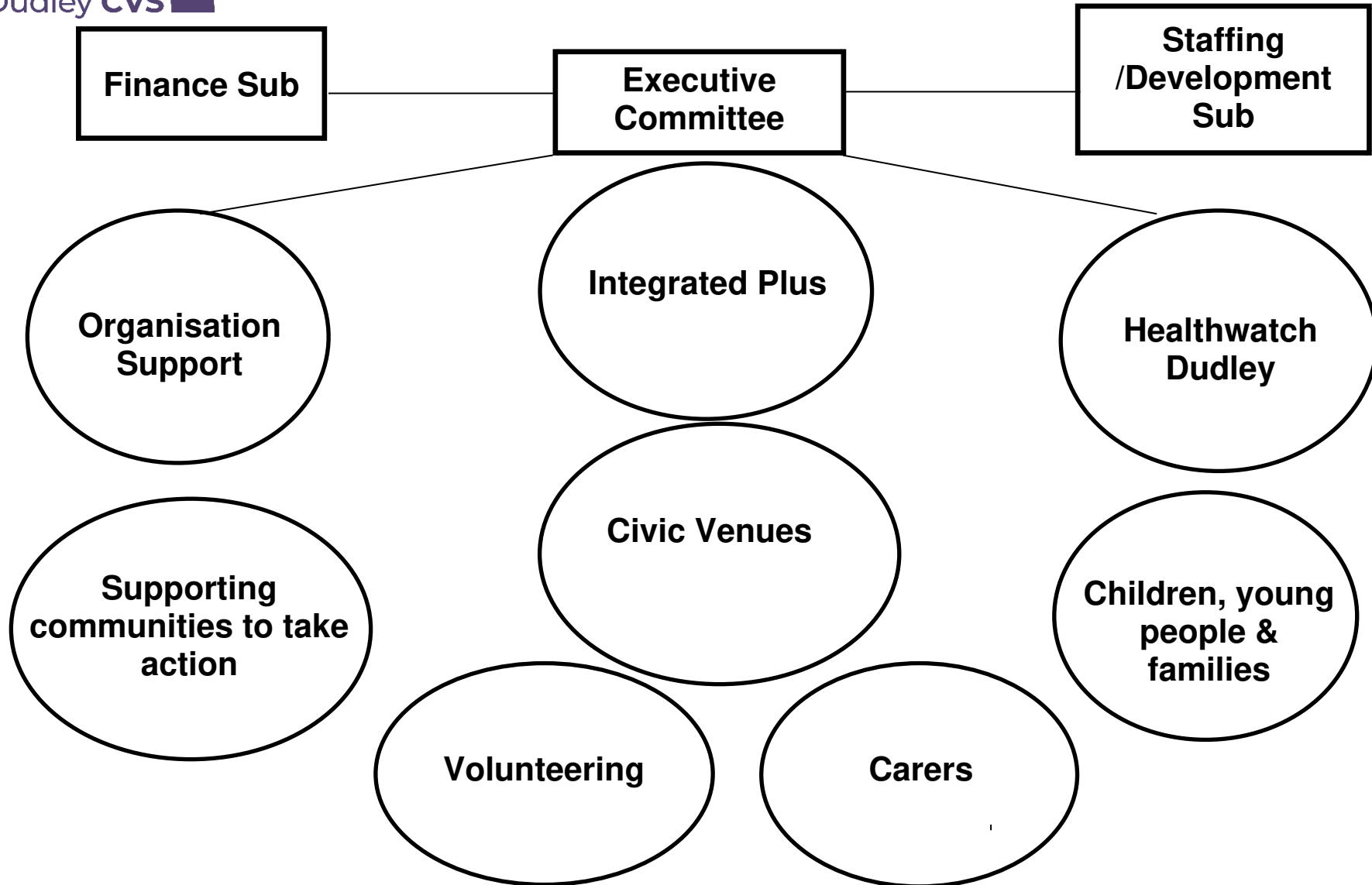
We work this way. We deliver on this. This is what you can expect from us.

Value	Values in Action	Values not in action
Trust	We nurture positive and respectful relationships We are open and transparent	<i>Having hidden conversations that foster negativity. Gossiping.</i>
Integrity	We are honest We put others first We are helpful We have authentic involvement We share learning	<i>Dishonesty, disrespectful, selfish actions, unhelpful, not having time for others.</i>
Humility	We acknowledge mistakes and limitations We are open to other viewpoints and ideas We have low self-focus We ask for help when we need it We recognise and appreciate others for their skills and talents	<i>Closed minded Seeking attention and the limelight Having negative preconceptions about peoples work, being ungenerous with, to and about our fellow colleagues</i>
Care	We are kind and supportive We help people to feel safe We value people We care about people's wellbeing We are friendly and welcoming	<i>Not having time for others Allowing cliques to develop and being selective in our behaviour towards people Making people feel isolated and outsiders</i>
Passion	We are brave to speak out We continuously learn through doing We are continuously curious	<i>Not speaking out Uncurious Apathy about work</i>
Collaboration	We work collaboratively across the whole organisation and with partners We believe in a culture rooted in collaboration, sharing and embracing learning together We cultivate collaborative behaviours	<i>Working in isolation Not sharing and learning together</i>

To see more of what we do visit www.dudleycvs.org.uk



Dudley CVS
Organisation Structure





GUIDELINES ON COMPLETING YOUR APPLICATION

It is very important that you read this information before completing the form.

How we decide who to invite for interview

Dudley CVS uses a scoring system in order to select those applicants who will be invited for interview. We give marks according to how well your application meets each point in our **Person Specification**. The candidates with the highest total scores are then invited for interview.

You will find a Job Description and a Person Specification enclosed in your pack. The job description tells you about the tasks you will be asked to do if you're successful; the Person Specification describes the person we are looking for to fill the post. Your application should, therefore, be based on the Person Specification.

How you can give yourself the best chance of being successful

Whilst we do need, and take note of, all the information you give us, the most important part of the form is:

SECTION 6. EXPERIENCE

This is your opportunity to tell us clearly how your experience and abilities relate to each of the requirements in the Person Specification. Although reference to the Job Description is always good, **it is the details of the Person Specification that you will be scored against.**

It would be helpful if you write your information in the same order as the requirements are set out in that document.

It is also useful if you provide some evidence about how well you did a task. Below is an example of a good response.

From the Person Specification: "Experience in the use of word processing and spreadsheet packages."

Response: "I have used word processing extensively to produce letters, reports tables and minutes. I am good at spelling and punctuation and always take care to proof read and to make sure that the document is well laid out. I have used spreadsheets in my voluntary capacity as book-keeper for a small group. I have set up a system to calculate cash in hand at the end of each month and to compare expenditure against budget, which has been easily followed by the Management Committee."

Other sections on the Application Form and how to fill them out.

1. PERSONAL DETAILS

Dudley CVS is an equal opportunities employer and welcomes applications from people with disability. **All applicants will be judged on their experience and job-related abilities only.**

If you would need any special arrangements in order to attend for interview, please either include this on the form or attach a separate sheet if necessary.

2. EDUCATION/TRAINING/QUALIFICATIONS

Please detail the information that is relevant to your application. It is not necessary to list the schools / colleges you attended. Please note that, should you be offered the post, you will be asked to supply evidence of your qualifications (original certificates for example).

3. RELEVANT NON-QUALIFICATION LEARNING

We are interested in any learning you have taken part in **which is relevant to the post**. This could be short courses, company in-house training, voluntary work, computer based training or one-to-one mentoring.

4. PRESENT/LAST EMPLOYMENT

Use this section to describe to us your current or most recent duties and responsibilities, emphasising those **which relate to this application and your level of responsibility**.

5. PAST EMPLOYMENT (MOST RECENT FIRST)

We are interested in your relevant duties but also in the breadth and variety of experience that you have had. If you feel it is relevant, please give us some detail of your different responsibilities. You can use an extra sheet if necessary.

Unless there is something you particularly want to tell us about, there is no need to include information for more than the past 15 years.

6. REFERENCES

Please check with your referees that they will be available to supply a reference, if required, immediately after the interview date. If one of your referees is on holiday or otherwise unavailable for a time, please attach to the form the times when your referee will be available or find an alternative person.

7. CRIMINAL CONVICTIONS

Certain posts within Dudley CVS involve working with vulnerable adults and children. If you are applying for such a post, the law requires that we requested a Disclosure and Barring Service check on you.

Unspent criminal convictions will only be taken into consideration if they are directly relevant to the post. Failure to disclose unspent convictions could result in disciplinary procedure should you be appointed.

8. DECLARATION

Please note that emailed applications will be accepted and should you be shortlisted for interview you will be asked to sign the form.

9. CLOSING DATE

Please make sure that you post the form in good time. **Dudley CVS cannot accept late arrivals.**

10. RECRUITMENT MONITORING FORM

Dudley CVS is an equal opportunity employer. To help us monitor our policy, we would be grateful if you would complete the details on the form.

The form will be separated from the application before the selection process begins.

11. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely and will be used solely for the purposes of selection for the post advertised. Other than for the successful applicant, no personal data from the application form will be retained beyond four months from the date of interview. Equal opportunities monitoring information will be retained for twelve months.

12. CVs

Please **do not** include a CV. If you do, it will not be considered. All information must be on the application form or continuation sheets.

13. ELIGIBILITY TO WORK IN THE UK

English law requires that all employers check that everyone they employ is legally eligible to work in the UK. As an equal opportunities employer, Dudley CVS will therefore require all successful candidates to provide this proof prior to starting work. The Home Office has provided a detailed list of what documents provide the proof. If you would like to discuss this further please do contact us.

Dudley CVS



Job Description

Job title: Carers Support Development Officer

Responsible to: Deputy Chief Executive

Hours of work: 37 hours per week
To be worked weekdays and occasional evenings and weekends.
Dudley CVS does not pay overtime, but gives time off in lieu.

Salary: £33,366 to be added (aligned to NJC S01)

Pension: Employer contribution 6% after probationary period of 6 months,
minimum employee contribution 4%

Location: You will be based in offices in Brierley Hill and will be happy to work from a range of settings using mobile devices. We operate a mixture of office-based and home working arrangements.

Travel expenses: Paid at equivalent NJC casual user rates, monthly in arrears.

Holidays: 25 days (plus Bank Holidays)

A DBS Check will be required

Main Purpose of Job

- Work in hospital, mental health and community settings (Russell's Hall, Corbett Hospital, Dudley Guest Hospital, Bushey Fields etc) to help identify carers.
- Promote the rights, status and needs of Carers in Dudley borough.
- Support carers to navigate the hospital discharge process, ensuring they have the right information and support to make informed choices and decisions about their caring role.
- Provide 1-2-1 holistic support for carers to enable them to achieve their own personal goals and aspirations.
- Raise the profile of carers, amplify their voices and advocate for their needs to be taken into account in service design and delivery.
- Work collaboratively with partner organisations and wider stakeholders to support the delivery of the local Carers Strategy.
- Work with wider Dudley CVS teams to ensure a diverse offer of wellbeing activities for carers.
- Effectively record information on carers work and interventions and develop promotional materials.

Tasks / Key responsibilities

Work with partners in Dudley community, hospital and mental health settings (Russell's Hall, Corbett Hospital, Dudley Guest Hospital, Bushey Fields etc) to help identify carers.

- To assist in the identification of carers within partner organisations using mechanisms such as DQOF, embedding processes in ward rounds and utilising informal networks such as Hospital Volunteers to support early identification.
- Signposting carers to self-support services.
- Coproduction of a "What you should know" resource for new carers.

Promote the rights, status and needs of Carers in Dudley borough.

- To liaise and work in partnership with staff in the above settings to promote the rights, status and needs of carers.
- To act as a resource for staff.
- To support the delivery of Carer Aware Training.

Support carers to navigate the hospital discharge process, ensuring they have the right information and support to make informed choices and decisions about their caring role.

- Involve carers in planning for patient discharge at the point of admission and work closely with the Hospital discharge staff to ensure carers wishes are heard and their needs met.
- Contact carers after discharge to offer appropriate support and help avoid patient readmission.
- Ensure carers understand what may be required of them to help maintain the patient's health (reducing readmissions).
- Ensure carers and other family members are aware of health, social care, benefits and other support available.
- Support partner organisations to develop written information that can be used by carers and staff eg hospital discharge toolkit, carers passports etc.

Provide 1-2-1 holistic support for carers to enable them to achieve their own personal aspirations and goals.

- Help people to recognise their caring role - in many cases offering support to people whose caring role has not yet begun or when their caring role has come to an end.
- Provide 1-2-1 holistic support for carers. Support could range from: undertaking carers assessments, supporting carers to access appropriate statutory, NHS or voluntary sector services or activities etc.
- Help carers identify their own personal goals and aspirations and ways that these could be achieved so focus is on the person rather than the person being solely seen as a carer.

Raise the profile of carers, amplify their voices and advocate for their needs to be taken into account in service design and delivery.

- Help facilitate carer involvement in consultation and planning, when appropriate.
- Compile written carers stories from 1-2-1 support and through liaising with carers via the Dudley Carers Voices Group.
- Contribute to carers reports, data and presentations that can be shared at key strategic partnership boards and meetings.

Work collaboratively with partner organisations and wider stakeholders to support the delivery of the local Carers Strategy.

- Attend key carers meetings to share knowledge, expertise, information, new ideas and potential innovations.
- Raise awareness of the local Carers Strategy to partner organisations and wider stakeholders.
- Encourage attendance at carers meetings and networks from relevant organisations, partners and where appropriate carers.

Work with wider Dudley CVS teams to ensure a diverse offer of wellbeing activities for carers.

- Identify gaps in services and activities that carers could partake in to improve their mental and physical wellbeing.
- Proactively share gaps with wider partners and Dudley CVS departments and projects.
- Encourage voluntary organisations and community groups to develop projects and activities that meet needs via support from Dudley CVS's Group Development Team.

Effectively record information on carers work and interventions and develop promotional materials.

- Maintain accurate electronic records of contact with carers, interventions and activities.
- Undertake administrative duties relating to the post.
- Produce and update materials- posters, leaflets, information booklets for staff and carers to use.

Standard Terms Common to all job descriptions

- Role model Dudley CVS's values and ethos
- Be willing to work outside the office environment, occasionally unsocial hours including weekends and evenings and travel within Dudley borough and occasionally further
- Help ensure that Dudley CVS embraces diversity, challenges discrimination and reflects Dudley borough's communities
- Participate in your reviews, supervisions and appraisals
- Participate in Dudley CVS team meetings, away days, reviews, AGMs etc.
- Comply with all Dudley CVS policies and conditions of service
- Have due regard to the provisions of health and safety at work legislation
- Undertake additional responsibilities appropriate to the grade and responsibilities of the role.

Person specification

The person specification is a picture of qualifications, knowledge, experience and qualities Dudley CVS is seeking. It will be used in the shortlisting and interview process for this role.

Please show us how you meet the following criteria and tell us why this role is perfect for you.

1. Significant experience of supporting carers on a 1-2-1 basis.
2. An understanding of the needs and difficulties experienced by carers and their families.
3. Experience of undertaking carers assessments.
4. Good understanding of the health and social care system and structures.
5. Experience of working with the voluntary, community and faith sector, specifically with organisations working with carers.
6. You possess a strong and practical understanding of safeguarding policy and practice and are up to date with current legislation.
7. Project planning knowledge and skills.
8. Experience of partnership working with statutory, NHS and the voluntary sector.
9. Excellent collaboration skills.
10. Comfortable with ambiguity and able to thrive in a fluid environment while recognising constraints which partner, and stakeholder organisations work within.
11. Excellent communication and interpersonal skills.
12. Skilled at conveying information and ideas.
13. Clear communicator with good report writing and presentation skills, capable of constructing and delivering clear ideas and concepts concisely and accurately for a range of audiences.
14. Planning skills with the ability to work in a flexible way and meet competing deadlines. You are accustomed to working in teams and do this effectively.
15. Ability to use CRM systems and databases.
16. You know how to use a range of software to produce written documents, spreadsheets, presentations. You can effectively manage communication by email, and you are comfortable using collaborative online tools (for example what's app, twitter, facebook, using text editors such as Word/Pages and other message apps.

Desirable

- An understanding of health and carers legislation, policies and practices.
- Local knowledge of the voluntary and community sector
- Ability to use Microsoft 365.

**7 Albion Street
Brierley Hill
DY5 3EE
01384 573381**

**Registered Charity No. 517766 Incorporated under the
1985 Companies Act No. 1998105**

