



The Role: Team Leader, Carers Hub

Salary: Band 2a
Starting salary £23,917 rising to £26,169 following successful probation (pro rata) with a possible progression to 27,856 (pro rata)

Hours: 22.5 hrs per week

Base: Carers Federation, Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP

Accountable to: Carers Federation, Carers Hub Service manager

Reference: AC/HQ/TL

Join us at Carers Federation and make a lasting impact on the lives of unpaid Carers across Nottinghamshire County and Nottingham City.

We are looking for an experienced Team Leader to Join Carers Federation, Carers Hub Support Service across Nottingham City and Nottinghamshire County.

The successful candidate will be part of a dynamic team dedicated to supporting Carers and Communities to identify Carers and enable access to Carer support services.

As a key member of the team, you will work alongside the existing Service Manager and have responsibility for the day-to-day line management and organisation of the delivery team including volunteers to ensure all aspects of the service is delivering to the highest of standards.

Job Role

Working closely with the Service Manager you will focus on supporting the team of Support Workers, Administrators and volunteers in their day-to-day roles, ensuring efficiency in the delivery of all aspects of the service, ensuring all people, processes and systems are working together to ensure operational efficiency and quality in the delivery of support to carers. You will also be responsible for recruiting, co-ordinating and managing volunteers.

Requirements:

- Proven experience in a Team Leader role with the ability to clearly set direction and manage teams spread across large geographic areas.





- Ability to build strong relationships and team ethos.
- Experience of recruiting, co-ordinating and working with volunteers
- Experience of performance management.
- Good interpersonal, leadership and communication skills.
- Good and problem-solving skills with a 'can do' attitude.
- Ability to work independently, prioritise tasks, and manage time effectively.
- Excellent team player able to create a confident culture and working environment that empowers others.
- Previous experience of the Health and Social care environment
- Able to respond to and be resilient to change.
- Ability to work with and use a number of IT systems.
- Office based, Carers Federation, Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP.

If your experience and interest aligns with our requirements, join us and help make a difference in the lives of Carers.

We welcome diversity and encourage applicants from all backgrounds to apply.

We also welcome an informal discussion about the roles – please contact either:

k.brealey@carersfederation.co.uk or r.lynch@carersfederation.co.uk

This post is subject to medical, reference and enhanced DBS checks.

“Striving to promote equality and diversity throughout our service.”

Closing Date: 16th May 2024

Please apply online at www.carersfederation.co.uk and complete the application form. If you require any assistance please e-mail recruitment@carersfederation.co.uk

Please quote the reference when applying for this role.

Carers Federation operates a smoke free site policy. Smoking is not permitted on any of our premises.

Carers Federation Limited is registered in England as a company limited by guarantee.