

Family Coordinator

Job Description & Person Specification



Family Coordinator

Hours	30 hours per week
Contract	Permanent
Salary	£27,000 - £28,250 (Full time equivalent)
Location	Bradford <i>(Shipley office and working across Bradford in the community)</i>
Probationary Period	6 months
Reporting to	Team Leader
DBS Check Level	Enhanced

Carers' Resource is a Yorkshire charity established in 1995 to support unpaid carers of all ages across Bradford, Harrogate, Selby and Craven. Our carer support promotes independence, choice, and wellbeing taking a holistic approach shaped by the Care Act 2014 and Children and Families Act 2014. Through both our Carer teams and Hospital teams our quality services are now delivered to carers and vulnerable people, to ensure they are well supported through the provision of tailored information, practical advice and emotional support.

We are proud to be an inclusive employer and are committed to building a diverse workforce that reflects the communities we serve. We welcome applications from all backgrounds and particularly encourage applications from individuals who can bring different perspectives, experiences, and ideas to our organisation.

Role guide:

We are seeking a skilled and compassionate Family Coordinator to support unpaid carers by taking a whole-family, relationship-based approach. This role will coordinate work across both adult and young carers' services to identify and support carers within family households, recognising that caring responsibilities are often shared, hidden, or change over time.



The post holder will play a key role in identifying additional carers within families, supporting parent carers, and ensuring that young adult carers within the supported family are effectively supported through transition into adult services. The Family Coordinator will carry out assessments, provide tailored support, and champion a more joined-up, systemic approach to working with families.

Key Responsibilities

Whole-Family Identification & Support:

- Focus on whole family interventions - making links between parent carers, young carers and elder carers within families who are being supported by our carer services.
- Provide solutions and action plans for complex family situations where carers of all ages are holistically supported.
- Work with families to identify all individuals with caring responsibilities, including hidden or unrecognised carers.
- Develop a holistic understanding of family dynamics and caring roles.
- Provide coordinated support that reflects the needs of the whole family, liaising with other internal teams and external partners as required.

Supporting Parent Carers:

- Offer targeted support to parent carers, recognising the unique challenges they face.
- Ensure parent carers are connected to appropriate services, resources, and peer support.

Working with Adult Carers:

- Support adult carers to recognise and understand caring roles within the household.
- Identify where additional support is needed for other family members.

Young Adult Carers & Transitions:

- Champion effective transitions for young carers moving into adult services, who are within a supported family.
- Work closely with colleagues to ensure continuity of support.
- Provide guidance and planning to support young people through this change.

Assessment & Support Planning:

- Carry out carer assessments in line with relevant legislation and organisational processes.
- Develop and review support plans tailored to individual and family needs.
- Monitor outcomes and adapt support as required.



Partnership & Collaboration:

- Work closely with Neighbourhood Connector Teams and Integrated Neighbourhood Health Teams as they develop, where a whole family approach is needed to collaborate on holistic solutions and coordinated, well planned and timed service delivery.
- Establish and run Peer and Worker led support groups and activities which bring family carers together to share their experiences, mutually support each other and establish networks with others.
- Work closely with internal teams and external partners to ensure a coordinated approach.
- Advocate for families within wider systems (e.g. education, health, social care).

Safeguarding & Professional Practice:

- Ensure all work is carried out in line with safeguarding policies and procedures.
- Maintain clear professional boundaries and ethical practice.
- Keep accurate, confidential, and up-to-date records.

Person Specification:

Deep understanding of the issues facing unpaid carers (adults / young adults' carers).	Essential
Understanding of a whole-family or systemic approach to support.	Essential
Experience of carrying out assessments and developing support plans.	Essential
Knowledge of safeguarding for both children and adults.	Essential
Ability to build trusting relationships with individuals and families	Essential
Strong communication and organisational skills.	Essential
Ability to work collaboratively across services.	Essential
Experience working with unpaid carers.	Desirable
Understanding of transitions between children's and adult services.	Desirable
Knowledge of relevant legislation (e.g. Care Act, Children and Families legislation).	Desirable
Experience working in the voluntary or community sector.	Desirable
Relevant qualification in health, social care, youth work, or a related field.	Desirable



Other Information

- This role may involve working across multiple locations and within community settings.
- Some flexibility in working hours may be required.
- The post holder will be expected to work in line with organisational values and policies.

Equality, Diversity & Inclusion

Carers' Resource is committed to equality, diversity and inclusion and welcomes applications from all sections of the community. We are committed to creating a workplace where everyone feels valued, respected and supported.

