Programme Officer (Amser) Short Breaks Scheme for Wales
Job description

Job title: Programme Officer (Amser) Short Breaks Scheme for Wales

Location: Hybrid – Agreed combination of home working and occasional days office based in Cathedral Road, Cardiff

Responsible to: Programme Lead, Wales Short Breaks Fund

Salary: Grade E £33,557 (pro-rata for 0.8)

Contract: Fixed term to 31 March 2025 (with possibility of extension)

Hours: 35 or 28 per week (0.8)

Annual leave: 26 days, 8 Bank Holidays and 3.5 office closure days (pro-rata for 0.8)

Pension: After probationary period matched employer contribution up to maximum of 5% of salary

Main aims of the post

• This post will form part of the small team delivering an exciting new programme across Wales. The new Short Breaks Fund for Wales, funded by Welsh Government, will significantly improve access to short breaks for carers across the country.

• The postholder will coordinate grant and programme management processes for the Short Breaks Fund by acting as the first point of contact for the development of ‘Amser,’ the grant fund open to Third Sector organisations to deliver creative and flexible short breaks.

• The postholder will ensure the effective administration and distribution of charitable funds; work with a panel of Independent Assessors to conduct regular assessments of applications by third sector organisations to the Amser fund; ensure timely and accurate responses are provided to relevant stakeholders of grants and deliver strong relationship management with third sector applicants.

• The postholder will support delivery organisations to share learning and to develop practice in the delivery of innovative, flexible, and creative short breaks for unpaid carers.
Duties include

- Coordinate and develop administrative processes relating to the ‘Amser’ Third Sector grants fund, including grant application, and reporting processes and coordinating the administration of applications.
- Provide ongoing grant management support to Amser funded organisations including the review of operational and financial monitoring information and conducting monitoring visits.
- Act as the first point of contact for queries relating to ‘Amser’ grant and programme funding opportunities.
- Work with a panel of Independent Assessors, in line with Carers Trust’s grant management procedures, to undertake assessment of applications received from Third Sector organisations developing short breaks services to support unpaid carers across Wales.
- Engage with third sector organisations to support the development of applications to address the Amser programme aims.
- Develop materials sharing information on areas of replicable practice and impact in supporting unpaid carers.
- Coordinate learning and information sharing sessions, such as Communities of Practice between funded stakeholders.
- Communicate the relevant milestones around ‘Amser’ in an engaging and supportive way to Carers Trust and Third Sector colleagues across Wales.
- Provide support to the wider Wales team and wider directorates and teams in communicating information and data around the implementation of ‘Amser’ including providing updates to Carers Trust Programme Board.

Areas of responsibility

- Working collaboratively across Carers Trust to ensure the best delivery for the Short Breaks Fund Wales, sharing ideas, experience, and expertise, and supporting collective problem solving.

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equality and diversity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.
**Other information**

- The post holder will need to be able to travel in a time and cost-effective manner to meetings across Wales and occasionally across the UK for relevant Carers Trust meetings.

**Person specification**

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<th>Desirable</th>
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<td><strong>Experience</strong></td>
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<td>• Experience of delivering programmes.</td>
<td>• Experience of working within, communicating with, and supporting the third sector in Wales.</td>
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<td>• Experience of drafting accessible written programme related materials.</td>
<td>• Experience of delivering grants or grants processes across Third Sector.</td>
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<td>• Experience of working at pace with multiple stakeholders to deliver clear business objectives.</td>
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<td>• Experience of working closely with statutory and third sector organisations.</td>
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<td><strong>Skills and abilities</strong></td>
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<td>• Good analytical skills to accurately interpret data and provide appropriate feedback.</td>
<td>• Ability to communicate in English and Welsh.</td>
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<td>• Excellent organisational skills with strong attention to detail.</td>
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<td>• Strong interpersonal skills</td>
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<td>• Strong communication skills, written and verbal.</td>
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<td>• Ability to prioritise competing demands and independently organise workload.</td>
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<td>• Ability to take and interpret comprehensive notes to produce feedback, decisions, and action points.</td>
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| **Skills and abilities**  
  - Positive and proactive approach to working towards team and directorate goals.  
  - Very strong time and task management skills.  
  - Strong level of IT skills including skills in using Microsoft 365.  
| **Knowledge**  
  - Clear understanding of the needs of unpaid carers.  
| **Desirable**  
  - Experience of working within, communicating with, and supporting the third sector in Wales.  
  - Experience of delivering grants or grants processes across Third Sector.  
| **Knowledge**  
  - Knowledge of impact measurement tools.  
  - Knowledge of Third Sector funding environment in Wales  |
How to apply

Closing date for applications is Midnight 18 July 2023, with interviews scheduled for the 25 & 26 July 2023.

Please submit CV and Supporting Statement demonstrating how you meet the criteria in the person specification.

Please complete our equal opportunities online monitoring form here.
Send completed applications to people@carers.org

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