



**THE CARERS CENTRE FOR BRIGHTON AND HOVE**  
**JOB DESCRIPTION**

**Job Title:** Carer Link Worker – Hospital  
**Salary:** £25,000  
**Responsible to:** Senior Carer Link Worker  
**Accountable to:** CEO  
**Hours of Work:** Full Time - 37.5 hours per week

**Place of Work:** Carers Centre office (18 Bedford Place, Brighton BN1 2PT) and Royal Sussex County Hospital, however work anywhere within Brighton & Hove may be required

**Annual Leave:** 25 days per year (plus 3 additional Christmas office closure days)

**Length of Contract:** Fixed-Term until 31/12/2025 (extension possible depending on available funding)

**Period of Notice:** One month

**Probation Period:** Six months

**Purpose of the job**

- To provide information, advice and guidance to unpaid family/friend carers identified via hospital settings
- To provide carers awareness training in Secondary Care settings, improving referral rates from healthcare professionals
- To assess the needs of carers identified by health professionals and make appropriate onward referrals
- Support the establishment of a Carers Centre presence on hospital wards as part of this exciting new project

**Principal duties**

1. To deliver carers awareness training and liaison across Brighton & Hove hospital settings using a range of bespoke resources (created in collaboration with Carers Centre colleagues and partner agencies)
2. To support and maintain the commitment of Secondary Care staff through a variety of means (e.g. email updates, visiting teams, follow-up training etc)
3. To identify and support carers engaging with Secondary Care services by providing information, advice and guidance both in-person and via correspondence
4. To support Carers Hub colleagues in assessing carers' needs, particularly those referred by health professionals

5. To maintain recording systems to monitor outcomes as appropriate, including the number of carers signposted or referred to the Carers Centre by Hospitals, the number of training sessions provided etc
6. To contribute to quarterly narrative reports to support the data gathered under duty 6 above
7. To develop other opportunities to improve carer support in Secondary Care settings, such as contributing to consultations on ward policies, encouraging discounts and benefits to carers etc
8. To support the planning and delivery of key events throughout the year such as Carers Week and Carers Rights Day so that health partners are represented
9. To carry out other duties appropriate to the role and responsibilities as may be delegated by the CEO

**General requirements**

10. To contribute effectively to team meetings and the overall development of the organisation
11. To work in accordance with the values, policies and procedures of the Carers Centre, including Safeguarding, Data Protection, Confidentiality, Equal Opportunities and Health & Safety

**This Job description refers to the duties of the post at the current time. Such Duties may vary from time to time, without changing the general nature of the duties or the level of responsibilities of the post. Such variations cannot of themselves justify a re-grading of the post.**

**Person Specification on next page**

**THE CARERS CENTRE FOR BRIGHTON & HOVE**  
**PERSON SPECIFICATION**

**Carer Link Worker – Hospital**

<b>ESSENTIAL</b>	<b>HOW DEMONSTRATED:</b>
1. Experience of working in partnership and networking with other agencies/organisations	Application Form and Interview
2. Experience of developing and delivering training sessions	Application Form and Interview
3. An understanding of Secondary Care services	Application Form and Interview
4. Excellent IT skills particularly with MS Office and databases	Application Form and Interview
5. An understanding of unpaid family/friend carers and the impact of caring on a carer's physical and mental wellbeing	Application Form and Interview
6. Excellent interpersonal and communication skills with an ability to work with a diverse range of professionals	Application Form and Interview
7. Ability to effectively assess the needs of individuals and implement programmes of support including input from other agencies	Application Form and Interview
8. Proven ability to work and act on own initiative	Application Form and Interview
9. Self motivated and able to prioritise competing deadlines and multi-task	Application Form and Interview
10. Understanding and commitment to the principles of equal opportunities and respecting diversity	Application Form and Interview
<b>DESIRABLE</b>	
11. Experience of establishing and developing projects or new initiatives	Application Form and Interview
12. Experience of recording, monitoring and reporting on outputs/outcomes	Application Form and Interview
13. Ability to influence others and proven negotiation skills	Application Form and Interview