

# Policy and Practice Officer (Young Carers and Young Adult Carers)

## Policy and Public Affairs

**Contract:** Permanent, full time contract.

**Hours:** 35 Hours per week, Monday-Friday, 9am-5pm. We are open to flexible working options.

**Salary:** £30,000-£35,000

**Location:** Anchored to the London Carers Trust office 1-2 days a week. Flexibility to work from other Carers Trust's offices around the UK when needed. The role will require occasional travel across England and other parts of the United Kingdom.

## Why this role is pivotal to Carers Trust

Improving support for young carers and young adult carers is a key strategic priority for Carers Trust - we have made huge strides in this areas in the past year and there is real momentum. The Policy and Practice Officer will play a pivotal role in taking our young carers policy and practice work to the next level as part of our efforts to ensure a fair future for all young carers and young adult carers. As well as supporting our growing policy work in this area, you will act as the coordinator for the Young Carers Alliance and the first point of contact for the Young Carers Covenant. You will engage with a wide range of people including civil servants, charity partners, Members of Parliament, local carer organisations, local authorities and health representatives, young carers and senior internal colleagues. You will ensure young carers' voices are heard, both through public campaigning and private influencing, and become an expert in the key issues facing young carers, young adult carers and the local carer organisations that support them.

## In this role you will

- Play a key role in the coordination of the Young Carers Alliance – a network of over 200 organisations and 1200 individuals all looking to improve support for young carers and young adult carers. This will include producing regular e-bulletins, leading on organising a programme of webinars and supporting the organisation of our in-person events/conferences
- Support the facilitation of the Young Carers Covenant – a UK- wide commitment to taking action to ensure a fair future for young carers and young adult carers.
- Identify opportunities to, and, represent, Carers Trust externally in policy and external affairs activity, ensuring this is based on evidence and experience of young carers, young adult carers and their families, local services, and Carers Trust's programmatic work.

- Support young carers, young adult carers and local carer organisations to become involved in policy and external affairs activity.
- Link with colleagues in marketing, media and communication to ensure the public respond to and join our work.
- Develop briefings and respond to Government consultations on emerging issues relating to young carers and young adult carers.
- Deliver presentations to a range of different audiences about issues relating to young carers, young adult carers and the services that support them

## Our ideal candidate



*If you meet most (but not all) of the below criteria, we still encourage you to apply.*

- A desire to improve support for young carers, young adult carers and their families.
- Experience of working directly with decision-makers at either a national and/or local level.
- Experience of analysing policy at a national or local level, formulating policy recommendations, and identifying influencing opportunities.
- Experience of supporting stakeholders to be involved in policy or external affairs work, alongside experience of working with young people.
- Experience of organising webinars and/or in-person events.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work both proactively and reactively, with a solution-focused approach, in order to make the best use of opportunities for influencing work.
- Ability to effectively use evidence/research, synthesise information to produce written material, which is engaging, concise and clear.
- Experience of representing an organisation and speaking engagingly in public to a wide range of technical and non-technical audiences.
- Ability to prioritise competing demands, meet deadlines, and to organise own workload, whilst maintaining excellent attention to detail.
- Knowledge of national or local policy-making processes.
- Knowledge of, or the ability and willingness to learn about, the challenges faced by young carers and young adult carers.
- Knowledge of/willingness to learn about, health, social care and education policy and their application to young carers, young adult carers and the services who support them in England.
- Knowledge of, or the ability and willingness to learn about, the issues facing voluntary sector carer services and how they are affected by changes in policy and the external environment.
- Excellent working knowledge of Microsoft Office applications.
- Willing to travel where necessary to different parts of England and the UK.

## Main responsibilities (not an exhaustive list)



### **Coordinating the Young Carers Alliance and the Young Carers Covenant**

- Be the first point of contact for prospective/new Young Carers Alliance members and Young Carers Covenant signatories and maintaining excellent working relationships with members/signatories.
- Effectively planning and supporting the delivery of a programme of Young Carers Alliance webinars and virtual/in-person roundtables/conferences/meetings.
- Produce the regular e-bulletin which goes out to Young Carer Alliance members.
- Update content on the Young Carers Alliance webpage and on the Young Carers Alliance X (Twitter) account.
- Provide administrative support to the Young Carers Strategic Oversight Group.

### **Policy analysis and influencing**

- Assess and monitor policy developments, in areas such as education, health and social care, and the implications of these for young carers, young adult carers and carer services.
- Respond to consultations and calls for evidence, incorporating the views and experiences of young carers, young adult carers and local carer services/Young Carers Alliance members as appropriate.
- Produce engaging reports, briefings, digital copy and articles for external use outlining and evidencing the need for change and potential solutions.
- Identify, establish and utilise influencing opportunities for Carers Trust.
- Support the organisation and delivery of meetings and activities for the APPG for Young Carers and Young Adult Carers, and provide support to Young Carers Alliance members and young people involved in this work.

### **Evidence gathering**

- Gather examples of emerging practice issues affecting young carers, young adult carers and/or the services that support them, and how external developments/policies are affecting them.
- Identify and draft evidence-based practice examples which support young carers and/or young adult carers, from across the Carers Trust Network and Young Carers Alliance.
- Work with young carers and young adult carers directly and through local carer services/Young Carers Alliance members to develop examples of their personal stories of how caring responsibilities impact their lives in relation to education, employment, their mental and physical health, and social care.

### **Communications**

- Deliver presentations, webinars and events on issues relevant to young carers and young adult carers and services that support them, to a range of technical and non-technical audiences both externally and internally.

## Main responsibilities (not an exhaustive list)



- Ensure Carers Trust staff and networks, and Young Carers Alliance members are kept up to date with policy developments and opportunities for influence through bulletins, briefings and articles.
- Draft social media copy and working with the Communications Team to ensure these reach as wide an audience as possible.
- Contribute to shaping Carers Trust press statements.

## How to apply



Applications are to be submitted through the Carers Trust recruitment portal, please upload your CV and a supporting statement setting out how your skills and experience match the criteria for this role.

We are happy to accommodate any adjustments you may have and will share all interview questions in advance as part of our commitment to inclusive hiring.

For an informal conversation or any questions about the role please contact [recruitment@carers.org](mailto:recruitment@carers.org)

- **Application deadline:** Monday 23<sup>rd</sup> February 2026
- **Expected interview date:** Monday 2<sup>nd</sup> March 2026