



Job Description – Youth Events Lead

WORKING FOR ACTION FOR CARERS SURREY

Are you an enthusiastic and organised individual with a passion for creating positive experiences for young people?

Join Action for Carers Surrey, a values-led charity supporting unpaid carers across Surrey. As our Youth Events Lead, you'll design and deliver engaging activities and events that give young carers space to connect, recharge, and feel supported.

Guided by our core values—focus, inclusion, respect, and excellence—we're looking for someone who understands the unique needs of young carers and can create safe, empowering spaces for them to thrive. This is a hands-on, rewarding role where your creativity and energy will help make a real difference in young lives.

Post:	Youth Events Lead
Salary/pay:	Fixed term contract until 31 st December 2025 36 hours per week £28,500 - £30,000 (Full Time Equivalent)
Hours and location:	36 hours per week, including school holidays, regular Saturday's and some evenings. Flexibility required.
Responsible to:	Team Manager

JOB PURPOSE

- To plan, coordinate, and deliver engaging events and activities for young carers aged 5–17 across Surrey.
- To provide young carers with opportunities to meet peers, take breaks from their caring roles, and participate in creative, active, and emotionally supportive experiences.
- To ensure all events are inclusive, safe, and responsive to the needs and voices of young carers.
- To manage event logistics, staffing, and budgets in line with organisational policies and procedures.

- To contribute to the achievement of key performance indicators (KPIs) through high-quality event delivery.

MAIN DUTIES AND RESPONSIBILITIES

- Conduct thorough risk assessments of venues prior to events, including site visits to evaluate suitability, accessibility, and safety. Work collaboratively with colleagues and external providers to identify and mitigate potential risks, ensuring a safe and inclusive environment for all young carers.
- Plan, facilitate, and deliver a programme of events including Fun Days, Support Groups and online activities.
- Coordinate and deliver activities during evenings, weekends, and school holidays, ensuring accessibility and appeal to young carers.
- Use sessional staff to support appropriate staffing ratios, meet individual needs, and uphold safeguarding standards.
- Record event outcomes, attendance, and feedback accurately on the organisation's database.
- Ensure all activities comply with current legislative requirements and internal event planning procedures.
- Work collaboratively with the Volunteer and Sessional Coordinator to ensure appropriate staffing and support at events.
- Manage an allocated budget for events, maintaining accurate records of expenditure.
- Debrief and support colleagues after events, escalating any concerns or incidents as required.

OTHER DUTIES

- Follow the targeted workplan as set by the Team Manager.
- Maintain accurate written and digital records in line with budget and reporting requirements.
- Actively manage sessional staff and volunteers during events, reporting any concerns regarding performance, conduct, or safeguarding to Service Manager.
- Approve sessional pay and volunteer expenses for attended events.
- Work positively and proactively with other teams within Action for Carers Surrey (ACS) and external partner organisations.
- Undertake any other duties reasonably agreed with the Service Manager.
- Promote and adhere to ACS values: Focus, Inclusion, Respect, and Excellence.
- Attend mandatory training as identified by ACS.
- Ensure all work with young carers aligns with current legislation, good practice, and ACS policies, particularly in relation to safeguarding, confidentiality, and data protection.
- Work in accordance with the ACS Code of Conduct and implement organisational policies, standards, and procedures.

- Attend and contribute to team meetings, supervision, area meetings, and core ACS/SYC training sessions.

YOUTH EVENTS LEAD – PERSON SPECIFICATION

Demonstratable Experience	Essential or Desirable
Proven experience in planning, coordinating, and delivering events or group activities for children and young people.	Essential
Experience working within a play work, youth work, or community engagement setting.	Essential
Experience of working with children and young people from diverse backgrounds, including those with additional needs.	Essential
Experience of working collaboratively with families and facilitators	Essential
Experience of measuring and evaluating the impact of events or programmes.	Essential
Education & knowledge	Essential or Desirable
Relevant qualification in play work, youth work, childcare, education, or a related field	Level 2 Essential Level 3 and above Desirable
Strong understanding of safeguarding legislation and best practice when working with children and young people.	Essential
Knowledge of inclusive practice and how to adapt activities to meet a range of needs and abilities.	Desirable

Awareness of confidentiality, data protection, and professional boundaries.	Essential
Understanding of the challenges faced by young carers and the importance of respite and peer support.	Desirable
Personal Qualities	Essential or Desirable
Passionate about improving outcomes for children and young people.	Essential
Creative, enthusiastic, and proactive in developing engaging event ideas.	Essential
Committed to inclusive practice and ensuring all children feel welcome and valued.	Essential
Reliable, organised, and able to work independently and as part of a team.	Essential
Calm and solution-focused when responding to challenges or incidents.	Essential
Reflective and open to feedback, with a commitment to continuous improvement.	Essential
Skills	Essential or Desirable
Ability to plan, organise, and deliver safe, engaging, and age-appropriate events and activities.	Essential
Ability to build positive, trusting relationships with children, young people, and their families.	Essential

Ability to effectively manage sessional staff and volunteers during events, providing clear direction, support, and ensuring roles are delivered safely and professionally.	Essential
Competent in using digital tools, including Microsoft Teams, and other relevant software, to support efficient communication and accurate record-keeping.	Desirable
Ability to manage a budget and record expenditure accurately.	Desirable
Other	Essential or Desirable
Current driving license and use of a road worthy vehicle*	Essential
Able partake in training sessions relevant to the role	Essential

*NB If appointed to the role, you must also have/purchase 'business cover insurance' for your car.