

Job Description

Job Title: Navigator Developer

Reports to: Assistant Team Manager - Opportunity Support

Salary: SCP 23-29 £22591-£29289.00

Location: Gloucestershire

Purpose : The Gloucestershire GEM (Going the Extra Mile) Project is jointly funded by the National Lottery Community Fund and the European Social Fund

This exciting project focuses on people who face challenges in getting into work, and support s them to move closer towards education, training, volunteering or employment. The target group will be young people aged 16 – 25.

The GEM Project is managed by Gloucestershire Gateway Trust (GGT) on behalf of Gloucestershire County Council. The project is delivered by GEM Delivery Partners and, as one of those Partners, we wish to recruit a Navigator Developer. The Post is fixed term until 31 August 2022.

The Navigator Developer role, funded by the Gloucestershire GEM Project, will provide intensive day to day 1:2:1 support to GEM Project participants engaged through both its own activities and that of partners, to build their stability, confidence, motivation and readiness to learn, and ultimately move them into or closer towards education, training, volunteering or work, including self-employment.

Main Duties and Responsibilities

1. To promote the GEM Project and engage with potential participants;
2. To check the eligibility of each participant prior to their commencement on the GEM Project;
3. To develop a 1:2:1 relationship with GEM Project participants, building confidence and trust and support the achievement of agreed targets.

4. To undertake an assessment with the participant, using a common assessment framework;
5. To carry out an initial screening of literacy and numeracy and a skills analysis.
6. To identify and find solutions to overcome barriers faced by GEM Project participants;
7. To identify the past work experience, education, skills, circumstances, interests, personality and aspirations of GEM Project participants;
8. To develop and agree a Personal Action and Development Plan with GEM Project participants;
9. To meet regularly with GEM Project participants to review progress and adjust the Action and Development Plan as necessary;
10. To complete exit interview and all appropriate exit paperwork and ensure job outcome forms are signed by employers;
11. To ensure all necessary paperwork, including Participant Spreadsheet, is completed and signed at each review and up-date;
12. To ensure all project returns are complete (including all participant information and time log) and submitted to the GEM Project Management Team in the required timescales, retaining copies for own file;
13. To develop and maintain relationships with GEM delivery partners and other providers and secure access to provision on behalf of GEM participants.
14. Attend all relevant training and network meetings as requested.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.



shaw trust

<p align="center">Person Specification</p> <p align="center">Job Title: Navigator Developer</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> Professional qualification (minimum level 3 NVQ or other approved course in social care, education, youth work, advice and guidance, criminal justice or health) (D)
<p>Experience</p> <ul style="list-style-type: none"> Enhanced DBS Clearance to within the Children's and Adults workforce will be required for this role.(E) Lived experience as, or having working with, vulnerable or disengaged young people; (E) Engaging and supporting young people with vulnerabilities to develop confidence and participate in EET related activities (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> IT skills including Excel, Outlook and Word (E) Literate and numerate (E) Ability to think strategically; (D)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> Good communication and organisational skills (E) Strong relationship management skills (E) Empathy with GEM participants (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) This post requires a Disclosure and Barring Service Check at an Enhanced level (E)
<p>Other</p> <ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)