 



**Job Title – Employment, Education and Training Coordinator**

**(GEM Navigator/Developer)**

**Job Purpose:** Providing intensive day to day 1:2:1 support to GEM Project Participants to build their stability, confidence, motivation and readiness to learn, and ultimately move them closer towards education, training, volunteering or work, including self-employment.

**Reports to: Engagement Manager**

**Main Duties and Responsibilities**

The duties will include, but are not limited to, the following:

* Working with the Engagement Manager to develop Inclusion Gloucestershire’s offer to GEM
* Checking the eligibility of each participant prior to their commencement on the GEM Project
* Developing a 1:2:1 relationship with GEM Project participants, building confidence and trust
* Identifying and find solutions to overcome barriers faced by GEM Project participants
* Identifying the skills, talents and interests of GEM Project participants
* Developing and agreeing an Action and Development Plan with GEM Project participants
* Meeting regularly with GEM Project participants to review progress and adjust the Action and Development Plan as necessary
* Completing exit interview and all appropriate exit paperwork and ensure job outcome forms are signed by employers
* Ensuring all necessary paperwork, including Participant Spreadsheet, is completed, and signed at each review and up-date
* Ensuring all 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
* Capturing, encouraging thinking, and supporting progression towards ambitions and aspirations including social inclusion
* Working in partnership with referral agencies, Gloucestershire Gateway Trust, The Forwards Club, other partners, and Inclusion Gloucestershire Colleagues.

**Skills/Experience**

**A – skills and experience will be assessed at application stage**

**I – skills and experience will be assessed at interview stage**

**Essential Skills/Experience**

* Able to plan, manage workload, prioritise tasks and meet deadlines (A/I)
* Good communication skills and ability to easily build rapport with individuals, staff, and managers (A/I)
* Trustworthy and able to handle confidential information (A/I)
* Experience in careers information, advice and guidance. (A/I)
* Reliable (I)
* Team player (A/I)
* Computer literate (A/I)
* Excellent record keeping skills (A/I)
* Experience of providing 1-1 support to individuals with a range of needs (A/I)
* Experience of monitoring and reporting information (A/I)
* Willing to learn (I)
* Friendly, caring and empathetic towards GEM participants (I)
* Able to travel independently throughout the county (A)

**Desirable Skills/Experience**

* Experience of a range of support services for people with disabilities. This could be as a disabled person or in the role of staff, management, family/carer (A/I)
* Experience of supporting or working with people with disabilities (A/I)
* Ability to communicate with people who have disabilities and may not be able to communicate verbally (A/I)
* Understanding of safeguarding (training will be provided) (A/I)
* Experience of working in partnership with other organisations (A/I)

**Values and personal beliefs (A/I)**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* To be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.