

**We are looking for a**

**SOCIAL CARE QUALITY CHECKING COORDINATOR**

**to join our friendly and inclusive team!**

Inclusion Gloucestershire believes that everyone has gifts, ambitions, aspirations and strengths. Sometimes, people with disabilities or mental ill health experience barriers, setbacks and challenges which hinder their personal potential. Our ambition is to change that through coproduction with people with disabilities.

**Summary of the Role**

We are commissioned to carry out Quality Checks of support services where people with a disability/mental ill health live, including Supported Living settings, Residential Homes, Day Services, Assessment and Treatment units and individual homes. The purpose of the Quality Checks is to ensure that people who live in these settings are safe, and living healthy, happy and meaningful lives and that the support that they receive is appropriate to their needs.

All our Quality Checks involve a Quality Checker (Expert by Experience) with lived experience of disability/mental ill health working alongside a Quality Checking Coordinator. On visits, we talk with people living in these settings to gather information regarding their quality of life and the quality of care and support they have. The Coordinator’s role is to organise the checks and facilitate them on the day, whilst the Expert by Experience asks most of the questions. The Coordinator is responsible for compiling all the information gathered during the Quality Check and producing a report which is shared with the Provider and Commissioners.

Hours: 16 hours per week (Permanent contract)

Pension: IG operates the NEST pension scheme and will contribute 3% subject to qualifying status

Salary: FTE (£27,514) pro rata, or £14.11 per hour.

Location: 2 St Michael’s Court, St Michael’s Square, Gloucester, GL1 1JB and offsite at locations across and occasionally outside of Gloucestershire. There is the opportunity to work flexibly from home when not engaged in onsite visits.

Holiday: 28 days + bank holidays pro rata

We are also recruiting for another more general Coordinator role that will at times include quality checking work as well as Coordination of other projects. This work will be for 15 hours per week. Please indicate in your application if you are applying for the Quality Checking only post (16 hours a week) or QC and other project coordination (31 hours a week)

We are proud to have been recognised with an Inclusive Employer award but realise that people from some backgrounds are under-represented in our workforce and across the wider charity sector. A more diverse workforce will enable us to deliver even more impact and we particularly encourage applications from communities which are currently underrepresented. This includes people from ethnically diverse communities, people with lived experience of disability or mental ill health, and people who are neurodiverse.

For further information or an informal chat about the role, please contact: Emily Luckham emilyl@inclusion-glos.org, or 01452 234 003

**Closing date for completed applications: 15th January 2023 at midnight**

**For a full job description and application form please go to our website:**

[**https://www.inclusiongloucestershire.co.uk/jobs/**](https://www.inclusiongloucestershire.co.uk/jobs/)

**Shortlisting: 18th January 2023**

**Intended Interview date: 23rd of January 2023**

**This role isn’t funded by National Lottery funds or any other funds raised through the proceeds of a lottery, gambling or through interest or investments**