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**We are looking for a**

**Social Care Quality Checking Coordinator**

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

**Summary of the Role**

We are commissioned to carry out Quality Checks of support services where people with a disability or 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 they receive is appropriate to their needs.

All our Quality Checks involve a Quality Checker (an Expert by Experience) with lived experience of disability or 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. The Coordinator also has line management responsibility for a small number of the quality checkers on the team.

As part of this role, you will also provide floating coordination support for a range of other projects.

**Hours and pay:**

Hours: 26 hours per week

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

Salary: FTE (£29,444.46) pro rata, or £15.10 per hour.

Location: Railway House, Bruton Way, Gloucester, GL1 1DG 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 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](mailto:emilyl@inclusion-glos.org/), or 01452 234003

**Please note we do not accept CVs, although you are welcome to attach your CV with your application form.**

**Applications that are entirely generated by artificial intelligence will not be shortlisted, please ensure that you are referencing your own experience.**

**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/)

**Closing date for completed applications: 28th of April at midnight.**

**Shortlisting: 30th of April**

**Intended Interview date: 8th or 9th of May**

**Charity Number – 1171559**

**An application form will be included in the Job Pack. We do not accept CVs without an application form.**

**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**

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