

**We are looking for a**

**Quality Checking Coordinator**

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. We have an exciting opportunity to join our expanding talented team as a Quality Checking Coordinator. The Coordinator will be responsible for working alongside Experts by Experience in carrying out Quality Checks.

**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 our commissioners.

**Hours and pay:**

Hours: 20 per week, with Thursday as one of the working days. There may be opportunity for additional casual hours across projects.

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

Salary: £22401 pro rata

Location: 2 St Michael’s Court, St Michael’s Square, Gloucester, GL1 1JB and offsite at locations across and occasionally outside of Gloucestershire

Holiday: 28 days + bank holidays pro rata

**Closing date for completed applications: midnight on Monday 5th July 2021**

**Intended Interview date: Wednesday 14th July 2021**

**N.B Interviews may be held via video call – instructions will be provided on how to set this up**

**Job Description and Application form are below**

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