

## Job Specification

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**Job Title:** GEM Project Navigator Developer  
**Location:** The role will be based at GRCC offices, Community House,  
15 College Green, Gloucester GL1 2LZ  
**Responsible to:** GRCC Director of Operations

**Primary Purpose of Role:** To provide intensive day to day 1:2:1 support to GEM (Going the Extra Mile) 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. This role is wholly funded through the National Lottery Community Fund and European Social Fund.

### Role Objectives:

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;
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 is completed and signed at each review and up-date;
12. To ensure 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;
13. To develop and maintain relationships with GEM delivery partners and other providers.

### Key Personal Attributes:

- Good communication skills;
- Ability to think strategically;
- Strong relationship management skills;
- Empathy with GEM participants.

### Key Annual Performance Measures:

- Achievement of Target Allocations for Minimum GEM Participants and Minimum Participant Outputs\*, including a minimum of 13% into employment or self-employment.

\* *As identified in GEM Delivery Partner Service Schedule.*

### Relevant Experience and Qualifications:

- Lived experience as, or having working with, vulnerable or disengaged people;
- Literate and numerate;
- IT skills.

### Other points:

- Permanent full time contract - 36 hours per week
- Salary - £19,000 to £23,000 per annum, dependent on experience
- Holiday allowance of 25 days per year plus Bank Holidays
- Time off in lieu (TOIL) is given for any evening or weekend work
- The post is pensionable to which GRCC contributes 7.125%
- The post holder will be expected to travel to venues in Gloucestershire to meet participants and partners.
- No office parking space is provided for this role
- This role requires a Disclosure and Barring Service (DBS) Check.
- **Closing date - 30<sup>th</sup> April 2019 at 10am**