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**Community Navigator– GROW Programme - Network Personnel**

**Hours:** 37.5 hours per week

**Location:** Hybrid working (home/office) with travel – Office base (Various available)

**Term:** Fixed Term to March 2025 (with opportunity to extend, subject to funding)

**Salary:** £25,082 per annum (increasing to £26, 082 upon successful completion of probationary period)

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**Company Background**

Network Personnel specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Support Worker for their GROW (Growth, Resilience, Opportunities, Work) Programme. GROW is an employability programme funded by Department of Levelling Up, Housing and Communities (DLUHC).

**Job Purpose**

Working as part of a team to engage with community and voluntary organisations to promote the GROW Programme and maximise the participation of Economically Inactive Individuals. Providing a holistic support package to address the health, social and employability needs of customers. The Community Navigator will report directly to the GROW Co-ordinator.

**Core Duties and Responsibilities:**

* Liaise with local community and voluntary organisations to promote the GROW Programme and to maximise engagement of Economically Inactive individuals.
* Connect with Stakeholders to identify unmet need and effectively communicate information to help develop relevant training courses/supports.
* Support with the delivery of training initiatives to small groups of individuals, Carrying out individual holistic
* enrolments/assessments as required.
* Provide 1-to-1 support/interventions with health & social issues as well as education, employment & training needs
* Effectively manage a caseload of participants, providing a professional advice and signposting service
* Be a reliable and professional advocate for participants, signposting to specialist support services, as/when required
* Work in conjunction with Keyworkers and other Team members to ensure that optimal outcomes are achieved
* Carry out dynamic risk assessments, taking actions to manage risk (in conjunction with GROW Co-ordinator)
* Continuously market and promote GROW to ensure recruitment of participants to meet targets
* Participate in case reviews and team meetings, contributing to achievement of the programme/company objectives
* Undertake ongoing evaluation of outcomes and impacts
* Adhere to and uphold Network Personnel’s Code of Conduct, policies, procedures and values at all times.

**\*A full and detailed job description will be issued to the successful candidate**

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| **Community Navigator – Essential Criteria** | |
| **Qualifications** | * Level 3 qualification (or equivalent) in Health/Social Care Support, Youth Work, Social Work or other relevant discipline **plus** * 4 GCSE’s (or equivalent) at grade C or above, to include English |
| **Experience** | * Experience of networking/working collaboratively with other agencies * Experience of designing and delivering holistic needs-led support to individuals in the area of health and social issues and/or education, employment and training. This includes assessing need, developing action plans and ensuring actions are implemented and reviewed on a regular basis * Experience of working to and understanding Child Protection and Adult Safeguarding policy, procedures and legislation * A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time * Experience of carrying out home visits or lone working |
| **Job related Knowledge** | * Strong knowledge and ability to use IT packages including Microsoft Office, Word, Excel and Outlook |
| **Skills and**  **Competencies** | * Ability to coach & develop others * Ability to design and deliver Workshops/info sessions based on client need * Excellent written communication skills |
| **Other requirements** | * Full driving license and access to a vehicle for work purposes   or   * Ability to demonstrate alternative method of being able to fulfil any travel related duties of the role. |

## Applications Procedure

To apply for this role, please submit your CV along with fully completed Applicant Declaration to [maxine.mclean@networkpersonnel.org.uk](mailto:maxine.mclean@networkpersonnel.org.uk) by **5pm on Friday 8th November 2024.**

**Benefits: ·**

* Flexible working arrangements (22.5 to 37.5 hours per week, office hours, Monday to Friday) ·
* Competitive salary and benefits package (including hybrid working, pension scheme, annual incremental increase in leave entitlement and ‘Birthday leave’ policy) ·
* Opportunity to contribute to a meaningful programme aimed at empowering vulnerable groups within Northern Ireland.

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage. We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to an Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required.

Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.