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**Community Navigator (Employability Programmes)**

* **Hours:** 22.5- 37.5 hours per week (hours negotiable)
* **Location:** Hybrid working (home/office) with travel – Office base (Mid Ulster area)
* **Term:** Fixed Term to 31st March 2026 (subject to funding)
* **Salary:** £26,117 per annum (increasing to £27,117 upon successful completion of probationary period)

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**Company Background**

Network Personnel specialises in delivering innovative and impactful training and employability initiatives. As part of our continued growth, we are seeking to appoint a Community Navigator (Employability Programmes) to strengthen community connections and support individuals who are economically inactive, unemployed, or at risk of redundancy.

**Job Purpose**

As part of a team, you will engage with community and voluntary organisations to promote Network Personnel’s Employability Programmes and maximise participation. The Community Navigator will be responsible for marketing these programmes while managing a caseload of participants, providing holistic support to address their health, social, and employability needs. Through tailored interventions and ongoing support, they will help individuals achieve their training and employment goals.

**Core Duties and Responsibilities:**

* **Stakeholder Engagement:** Liaise with local community organisations, training providers, and employers to build partnerships that enhance participant outcomes.
* **Promotion & Marketing:** Conduct promotional and marketing activities to raise awareness of the Employability Programme, targeting community groups, employers, and potential participants.
* **Participant Support:** Manage a caseload of participants, providing personalised guidance to help them meet their individual training and employment objectives.
* **Programme Delivery:** Support participants in accessing training opportunities, work placements, and employment, working in collaboration with employers and training providers.
* **Caseload Management:** Maintain accurate records of participant progress, providing ongoing assessments and reviews to ensure targets are achieved.
* **Team Collaboration:** Work closely with other team members and relevant stakeholders to optimise the support provided and achieve the programme’s overall objectives (including participation in case reviews)
* **Outcome Monitoring:** Regularly evaluate participant outcomes and programme impacts, reporting progress to Management
* **Adherence to Policies:** 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 (Employability Programmes)**  **Person Specification** | |
| **Qualifications** | **Essential**   * Level 3 qualification (or equivalent) in Advice & Guidance, Employability Support, Social Work, Community Development, or other demonstrably related field   **PLUS**   * 5 GCSEs (or equivalent) at grade C or above, including Maths & English |
| **Experience** | **Essential**   * Proven track record of managing a caseload and supporting participants/clients to achieve individually tailored outcomes. * Experience in working to and achieving programme targets. * Experience in engaging with the public and community organisations   **Desirable**   * Experience in promoting and delivering employability or training programmes. |
| **Job related Knowledge** | **Essential**   * Strong knowledge and understanding of the local Labour market and barriers to employment faced by those furthest removed from the labour market |
| **Skills and**  **Competencies** | **Essential**   * Excellent communication (written & verbal) and organisational skills. * Ability to deliver 1-to-1 guidance and group workshops. * Proficient in IT, including Microsoft Office packages (Word, Excel, Outlook). |
| **Other requirements** | **Essential**   * Full driving license and access to a vehicle for work purposes   or ability to demonstrate alternative method of transport 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 [michelle.mcmullan@networkpersonnel.org.uk](mailto:michelle.mcmullan@networkpersonnel.org.uk) by **5pm on Monday 17th February 2025.**

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, UK Social Enterprise of the Year (2024)**