

Post Title: West of England Works – North Bristol Navigator			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> Educated to a minimum of level 3 (E.g. A levels, NVQ3) 	<ul style="list-style-type: none"> Relevant Health or wellbeing related qualification Trained in Motivational Interviewing Relevant development, training, employment qualification 	Application Form
Experience	<ul style="list-style-type: none"> Demonstrable experience of working with people on a 1:1 basis Experience of developing and running group sessions and workshops Experience of adopting a person centered approach in order to meet the needs of clients and of empowering people to make informed choices and be pro-active in their own wellbeing bearing in mind the options available to them Experience of creating support plans and completing risk assessments Supporting people into work, training or placements. 	<ul style="list-style-type: none"> Proven track record of working successful with a range of statutory and voluntary partners Experience of using ‘appreciative enquiry’ or other such motivational techniques Experience of developing new income streams including submissions of successful funding bids and tender responses for community based activities <p>Experience on social media</p>	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> Genuine passion, empathy and desire to support participants to lead healthier and happier lives. Excellent communication skills with a variety of partners and stakeholders. Ability to develop and maintain partnerships with a range of professionals and stakeholders Excellent IT skills, including word processing, spreadsheets, email, web research 	<ul style="list-style-type: none"> An understanding of the complex needs that impact on peoples’ ability to engage in work or learning Understanding of health inequalities and knowledge of community based interventions that support residents to lead healthier and happier lives. 	Application Form Interview

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	<ul style="list-style-type: none"> • Ability to work independently and proactively and to work as a valued member of a team • Excellent organisation skills • Ability to deliver group workshops and one-to-one support sessions presenting complex information in a simple way to a wide range of audiences. • Excellent IT skills, including word processing, spreadsheets, email, web research • Able to identify training needs, potential performance and HR issues early on and resolve them in a sensitive and professional manner. • Awareness of Health & Safety in the workplace • Able to conduct risk assessments 		
Other	<ul style="list-style-type: none"> • A willingness to undertake any other duties commensurate with the post. • Willingness and ability to work outside normal office hours and across multiple sites. • Genuine passion, empathy and desire to support residents to lead healthier and happier lives. 	<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents 	Application Interview

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post:	West of England Works – North Bristol Employability Mentor
Job Purpose:	To support participants of the programme, guiding them toward positive progressions into employment, education or training. To do this, the role will support participants through an innovative, individualised and person-centred programme to help remove a range of barriers, including liaising and linking up with support services in the area.
Responsible to:	West of England Works – North Bristol Team Leader
Salary/Contract:	£24,205, pro-rata depending on experience, fixed-term contract until 31 st December 2019
Hours:	15 hrs/wk

Roles and Responsibilities:

- Work with individuals in 1:1 and in groups to identify their needs and their barriers to employment, education and training.
- Facilitate a joined-up approach, delivering a person-centered, individualized programme which brings in support and bespoke services as required.
- Develop relationships with employers and negotiate pathways into work, training or placements.
- Develop relationships with bespoke support services and negotiate access to these services for clients.
- Identify and build strong relationships with organisations and individuals who can refer into the service.
- Carry out follow-up work arising from the appointments and keep accurate and confidential case notes on database.
- Empower participants to maximise the control they have over their lives through enabling them to assess their own abilities, identify goals, and take charge of decisions which affect them.
- Keep accurate records relating to the interactions that take place as part of the delivery of the service, contributing to the collection of monitoring information and preparation of progress reports.
- Follow agreed processes and protocols for storing and transferring information about participants. Ensure that confidentiality is maintained.
- Progress against personalized plans, reviewing these regularly so there is an emphasis on overall progression, whilst providing solutions to set-backs and challenges.

- Assist the team leader with the communications and marketing of the project.
- Assist the team leader to identify ways in which the project can evolve and be embedded to a greater extent across North Bristol.
- Undertaking training to develop the role.

General Duties

- To comply with all Southmead Development Trust's policies and procedures.
- To conduct risk assessments and maintain high standards of health and safety in the workplace.
- Work carried out must accord with current legislation and/or regulations.
- Manage expenses arising from work in line with agreed budgets.
- To maintain a professional attitude and conduct at all times.
- Have a Flexible approach to working which will include occasional evenings and weekends.
- To promote health & wellbeing, equality and diversity, and sustainable development.
- To undertake other duties as requested by the trust.

This position is funded by the Big Lottery Fund and the European Social Fund

