



JIGSAW HOMES GROUP LIMITED

BENEFITS AND JOB DETAILS

Position:	Wellbeing Navigator - community partnership (please quote reference JHG-297 on your application)
Employer:	Jigsaw Homes Group
Location:	Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT
Salary:	£27,540 per annum
Hours:	35 hours per week
Status:	Fixed term for 12 months, subject to probationary period
Holidays:	27 working days per annum (5 day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Closing date for applications:	Monday 6 th December 2021
Provisional interview date:	To be confirmed
Commencement date:	As soon as possible
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of an Enhanced Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Further information about the disclosure can be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believe diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.
Application to be returned to:	People Team Recruitment@jigsawhomes.org.uk

JOB DESCRIPTION

WELLBEING NAVIGATOR

Department:	Jigsaw Support
Located at:	Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT
Hour of work:	35 hours per week
Responsible to:	Wellbeing Coordinator
Responsible for:	N/A
Overall aim of the job:	You will work with individuals who have been assessed as needing high level support to achieve their health and wellbeing goals. Participants you will work with will have three or more issues which are preventing them from making changes and will be typically be struggling to make changes.

MAIN TASKS OR ACTIVITIES

1. Assess all individuals coming into the service
2. Manage a case load of clients
3. Use person-centred and relationship based practice to support participants to achieve progress against the goals and issues that are important to them.
4. Deliver a range of targeted and evidence based interventions.
5. To use a range of person centred, and strengths based techniques to produce personalised and appropriately sequenced action plans for your clients
6. To directly deliver a toolbox of evidence based interventions which improves physical health, mental health, employment and skills and family circumstances.
7. Assess all individuals accessing the Be Well programme
8. To manage a varied caseload of clients
9. To work with groups of clients to help them achieve their goals
10. To collate and analyse performance data as necessary
11. To develop effective relationships with a range of external organisations and agencies
12. To promote the service to communities and agencies as appropriate
13. To keep accurate and up to date records of clients records
14. To ensure quality standards are adhered to and met and that audits are passed
15. To ensure all statutory responsibilities are followed and reported as required
16. To actively participate in caseload management with your team leader
17. To work within the Big Life group's values ethos and vision
18. To contribute to the development of the Big Life group
19. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
20. To commit to own personal development and attend training or development activities as required

21. To work in accordance with all relevant legislation
22. To undergo regular supervision and at least an annual appraisal
23. To undertake any other duties as required, and as appropriate to the post
24. Follow all Group policies and procedures in accordance with the role. Complete mandatory training when requested to ensure compliance with Group policies and procedures.
25. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
26. Carry out any other duties which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive, Operations Director or commensurate with the position.

**PERSON SPECIFICATION
WELLBEING NAVIGATOR**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		
Level 5 qualification (i.e. Diploma of higher education Diploma of further education Foundation degree HND)	E	Application
Ability to learn at level 6, or evidence of substantial professional expertise in a similar role.	E	Application/Test
SKILLS/EXPERIENCE		
Experience of working with people facing a range of barriers and social issues	E	Application/Interview
Experience of managing a caseload of clients and keeping up to date records using a database	E	Application
Experience of working with individuals (1-2-1) and groups of people in different settings to help them achieve their goals	E	Application/Interview
Experience of working with a range of agencies and organisations to develop effective working relationships	E	Application/Interview
Experience working with people with multiple needs	E	Application/Interview
Experience of working in a person centred way with individuals	E	Interview/Test
Knowledge and understanding of the difficulties faced by people who experience multiple needs.	E	Application/Interview
Knowledge of the local area your service is based in (community groups, services available as well as local demographics)	E	Interview/Test
COMPETENCIES		
Ability to use a client database or the ability to learn how to use a database	E	Test
Ability to assist clients to help them define and achieve their goals and aspirations	E	Interview/Test
Ability to manage a varied and complex work load effectively	E	Interview/Test
Ability to work well across a range of different subject areas such as housing, mental health, education and debt management for example	E	Test
Ability to work with staff from a range of agencies and organisations to better integrate services for clients	E	Interview/Test
OTHER		
Positive outlook and a 'can do' attitude	E	Interview/Test
Personal resilience and flexible attitude in the face of difficulties	E	Interview/Test
Commitment to working towards the Big Life group's ethos and values, including having a non-judgemental Approach	E	Application/Interview
Commitment to personal development, including attending a level 6 study programme linked to the role and willingness to regularly update skills and experience	E	Application/Interview

Please note: Applicants must meet the above "Essential" criteria as a minimum. "Desirable" criteria will be used as a minimum to further shortlist applications received if necessary. We are willing to consider making reasonable adjustments for people who have a disability. If you have a disability, please refer to the guidance notes before you complete your application form. If you have any questions please do not hesitate to contact the People team via email at recruitment@jigsawhomes.org.uk

DISCLOSURE BARRING SERVICE INFORMATION

**GENERAL DISCLOSURE
INFORMATION:**

The provisionally selected successful applicant for the post will be asked to apply for an Enhanced Disclosure from the Disclosure Barring Service.

A copy of the Disclosure Barring Service' Code of Practice, which Jigsaw Homes is committed to, is available on request.

As Jigsaw Homes meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the

	<p>appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.</p>
<p>SHOULD YOU DECLARE A CRIMINAL RECORD? (PAGE 4 EMPLOYMENT APPLICATION FORM):</p>	<p>*The post for which you are applying involves access to vulnerable people and/or children. It is therefore exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore NOT entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any convictions, conditional discharges, bound overs, or cautions, reprimands or final warnings, will not automatically disqualify you from employment but any failure to disclose such information could result in dismissal.</p> <p>A criminal record will not necessarily be a bar to obtaining a position. This information will be used only to assess the applicant’s suitability for employment, in so far as it is relevant, and Jigsaw Homes will consider persons with a criminal record on merit and ability and not discriminated against unfairly.</p>

DISCLOSURE BARRING SERVICE POLICY STATEMENT

<p>General principles:</p>	<p>As an organisation using the Disclosure Barring Service to help assess the suitability of applicants for positions of trust, Jigsaw Homes complies fully with their Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.</p>
<p>Storage and access:</p>	<p>Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.</p>
<p>Handling:</p>	<p>In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.</p>
<p>Usage:</p>	<p>Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.</p>
<p>Retention:</p>	<p>Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.</p>
<p>Disposal:</p>	<p>Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.</p>

Acting as an Umbrella Body:

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Recruitment of ex-offenders:

As an organisation using the Disclosure Barring Service to assess applicants' suitability for positions of trust, Jigsaw Homes complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Jigsaw Homes is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Adactus Housing and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Jigsaw Homes to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Jigsaw Homes who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Recruitment of ex-offenders - continued:

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the persona seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

