

GEM Partnership Co-ordinator

Salary: £25k per annum

Hours: Full time (part time/job share/secondment considered)

Contract duration: Fixed term ending 31st December 2021

Employer: Gloucestershire Gateway Trust



Overview

The GEM Project supports individuals across Gloucestershire to get into or closer to employment through mentoring, goal setting, gaining skills and personal development. The GEM Partnership Co-ordinator will work on behalf of the GEM partnership and stakeholders to strengthen existing connections and establish new ones. It is vital that the breadth of opportunities, services and expertise of the GEM partnership is shared and communicated effectively in order to i) maximise the quality of GEM provision, ii) raise awareness and ensure referrals into the programme, and iii) further increase the positive perception and recognition of the strength of the GEM partnership. The GEM Partnership Co-ordinator will be dynamic, creative, an exceptional communicator and have a good understanding of the employment, education, and support services in the county.

Areas of Responsibility

1) Strengthening the existing partnership	<ul style="list-style-type: none">a) Developing information about the wider offer of GEM partners emphasising the holistic offer and added value of the GEM partnership.b) Presenting that information in an accessible way for Navigator Developers, partners, stakeholders and funders.c) Working with Navigator Developers to engage GEM partners in partnership work, engagement activity and projects.
2) Establishing or developing links with GEM delivery stakeholders	<ul style="list-style-type: none">a) Refresh/establish referral processes with referring organisations and manage the relationship with regular communication.b) Refresh/establish sharing of information with education providers, support organisations and other relevant delivery stakeholders. Where gaps are identified, build a response in partnership and potentially utilising Extra Mile funding.c) Target engagement activity dynamically to respond to capacity within the GEM project and variations across the county, identifying target neighbourhoods and communities to focus on to achieve GEM targets.d) Attending appropriate engagement events and represent GEM at relevant public facing events.
3) Other	<ul style="list-style-type: none">a) Work alongside the Marketing Manager to increase the reach of the GEM newsletter and social media presence.b) Have the ability to communicate and work directly with GEM participants.

Key Outputs

- Document/website/product showcasing added value of GEM partnership
- Refreshed referral process and contacts increasing number of referrals to the project and achieving overall targets
- Strengthened two-way communication with key GEM stakeholders

Essential Skills

- Exceptional communication and networking skills
- Experience in attending and presenting at meetings in a range of settings including online
- Excellent IT skills including the use of communication technology such as Zoom or Teams
- An understanding of social media and its use in a professional capacity
- The ability to travel across Gloucestershire
- Experience of, and established connections within, the voluntary, public and education sectors in Gloucestershire
- The ability and motivation to work independently and proactively
- Creativity
- Commitment to the values of The GEM Project and its partners including working in partnership with others and a commitment to community and inclusion
- Either experience of working with GEM participants or lived experience

Application Process

Applications are to be made by sending a CV and covering letter outlining your suitability for the role via email to nazma@ggtrust.org, and addressed to Jason Dunsford, Head of Employment & Skills at Gloucestershire Gateway Trust. The deadline for applications is **9am Thursday 17th September**.

Please specify in your application if you would like to be considered for the full-time post, a secondment or a part-time/job share opportunity.

Gloucestershire Gateway Trust is an inclusive employer. Information about this vacancy in alternative formats is available upon request.

For an informal conversation about the role or questions regarding secondment or job sharing, please make contact with Jason Dunsford via email at jason@ggtrust.org.

