

## **Role Profile**

<b>Job Title:</b>	Pathways Coordinator
<b>Location:</b>	Based in Liskeard and working across SE Cornwall and Plymouth with some opportunity for remote working
<b>Hours:</b>	35 hours per week to be worked flexibly including evenings & weekends to suit the needs of the business/team
<b>Salary:</b>	Starting from £25,750 depending on experience
<b>Contract:</b>	Fixed term contract until March 2025

### **About Real Ideas**

Real Ideas Group works to solve problems and create opportunities that regenerate communities and support individuals to progress and flourish. The Group is made up of five business units, each leading and growing a specific area of practice – Immersive; Real Art Make Print; Nature and Neighbourhoods; Pathways and Badge Nation. All are linked by our shared values and continuing commitment to social enterprise.

### **Pathways**

Real Pathways business unit supports individuals, groups and communities to develop their skills towards personal development, learning or employment opportunities. This unit offers a programme of opportunity that has inclusion at its heart and seeks to make long and lasting positive impact, using the power of language and communication to develop life skills, careers and communities.

### **Job Purpose**

As a Pathways Coordinator you will be part of the Pathways Unit and deliver the Pathways offer to individuals and groups through providing excellent facilitated sessions, coaching and IAG (Information, Advice & Guidance) and skills sessions. These are designed to increase knowledge, confidence and an individual's ability to take next steps, particularly towards careers, learning, volunteering and personal development.

### **Main duties and responsibilities:**

- To deliver high quality sessions that provide skills development, particularly in our key themes of employability, personal development and life skills.

- To undertake high quality IAG sessions to support individuals on their journey.
- To deliver high quality sessions that provide skills development, particularly in our key themes of digital, communication and language skills.
- To capture customer insight and feedback to contribute to the overall impact framework of Pathways.
- Complete paperwork as required, to a high standard and by set deadlines.
- To work with partner organisations and others to promote the work of Real Ideas and enable people and communities to engage with the opportunities available.
- To support the pathways unit by providing content for social media and storytelling
- To develop relationships and partnerships that support the ambitions of individual's and the Pathways unit.
- To work within statutory and organisational safeguarding processes.
- Organising work placements for individuals as part of personal and career development
- To support the development of new products and services offered by Real Pathways Unit as required.
- To work across a range of pathway programmes and activities, supporting all demographics of the community.

## **Real Ideas wide responsibilities**

- To represent Real Ideas well, understanding and talking coherently about Real Ideas products and programmes to provide more value for customers and members.
- Work collaboratively across Real Ideas Business Units through active participation in Teamwork Packages or other working groups.
- To adhere to and uphold Real Ideas' social purpose, strategic aims and policies.
- To contribute to a culture of inclusion and equality and demonstrate a commitment to removing all forms of discrimination.
- To act with integrity and always maintain the highest professional standards.
- To strive to meet individual and collective targets.
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- To use all Real Ideas systems & processes proactively and effectively.
- Track, report on, push for and celebrate social and environmental impact through the work we do, helping us create more as a result.
- A flexible approach is required for the role.
- Additional, reasonable duties commensurate with the role and as agreed in advance from time to time.

This job description is not necessarily an exhaustive list of duties and is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

## Person Specification

Our values: How we behave

Working at Real Ideas is exhilarating, but it can also be challenging; we're not a typical organisation and by design we don't fit into traditional business structures or strict 9 to 5 working hours.

There's nothing typical about the people who work at Real Ideas. With experience in many different industries and cultures the one thing we all have in common is a passion to make a positive difference in the world.

Principally we're looking for people who embrace our vision and values, and who want to join us on this journey. Whilst your technical skills and abilities are important, being on board with our vision is crucial.

You'll need to be dedicated, tenacious and enjoy the challenges of working as part of multi-disciplined team. At Real Ideas collaboration is key, so you'll need to be a great team player, up for working with a wide range of people from colleagues and partners to members and suppliers.

We're interested in finding people who are proactive, hungry for opportunities to be responsible and accountable, and who can ride the waves of change with the wind in their hair and a smile on their face.

And because we always strive to be the best we can be, you'll be happy to challenge and be challenged.

If this sounds like you, then read on...

We use the following criteria to assess your suitability for the role. Please note that requirements at the application stage represent the minimum requirements for shortlisting purposes.

### Qualifications

- English and Maths L2 or equivalent

### Application

Ideally:

- a related qualification (Level 3 equivalent or above) in one or more:
  - Information Advice and Guidance,
  - Youth Work,
  - Teaching,
  - Project Management,
  - Business coaching/support etc

or

- relevant degree level qualification or demonstrable work experience in a similar role.

<b>Behaviours</b>	<p><b>Adaptability</b> Looking at your ability to adapt to change</p> <p><b>Culture Fit</b> Do you share our beliefs/values and bring about diversity within Real Ideas?</p> <p><b>Collaboration</b> Can you collaborate effectively and work well with others?</p> <p><b>Growth Potential</b> Do you have the potential to grow with Real Ideas and can evidence goal setting and motivation?</p> <p><b>Prioritisation</b> Are you able to decide which task needs to be tackled immediately and which ones can wait – someone who can manage their time and prioritise effectively.</p> <p><b>Digital Technology</b> Do you have a commitment to adopting and using digital technology effectively to help solve problems and add value to the work of Real Ideas.</p>	<p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Delivering effective group sessions that develop knowledge and skills</li> <li>• Managing a case load of individual customers providing effective coaching, mentoring and information, advice and guidance towards agreed goals.</li> <li>• Effective use of systems and processes to track individuals and development</li> <li>• Project management</li> <li>• Developing effective relationships with customers and external partners</li> <li>• Planning and delivering work that is inclusive and supports individuals to progress</li> <li>• Enabling individuals to progress into education, employment or training</li> </ul>	<b>Application/ interview</b>

- Supporting people to develop ideas and ways to start something.

## **Knowledge**

- Routes available to progress positively in local areas of Cornwall
- Barriers to participation and how to break these down
- What constitutes excellent Information, Advice and Guidance
- Informal learning and how to apply this to practice.
- GDPR, Safeguarding and risk assessments and how to apply.

## **Application/ interview**

## **Skills**

- Building relationships that produce effective outcomes.
- Managing specific projects to a brief.
- Prioritising and balancing multiple needs and demands.
- Working effectively as a team.
- Utilising social media to communicate effectively
- Utilising systems and processes effectively.
- Working within complexity and managing change proactively.
- Making informed and professional decisions.
- Taking responsibility for areas of work and supporting other colleagues.

## **Application/ interview**

## **Other**

- Strong commitment to diversity, equity & inclusion with a good knowledge and understanding of how discrimination works and wants to work in an environment that challenges this.
- A strong empathy with the values and ethos of Real Ideas.

## **Application/ interview**