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| **Job title:**  Neurodiversity Navigator | **Responsible for:**  Delivery of signposting & support for serving personnel and their dependents with neurodiversity | **Responsible to:**  Head of Commissioned Grants |
| **Location:**  Naval Establishment, Portsmouth/RNRMC Office Portsmouth | **Contract:**  3 Years Fixed-Term, based on funding | **Hours of Work:**  35 hours per week, Monday to Friday |
| **About the Royal Navy & Royal Marines Charity**  RNRMC is the Royal Navy’s principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow. | | |
| Role This is a new role in our grants and commissioning team that contributes to our family support offer.  Following some discovery project work in 2022 by the commissioning team, a picture emerged of the varied inconsistent landscape of support for naval families with a child with neurodiversity. After consultation with beneficiaries the RNRMC secured funding with the Armed Forces Covenant Trust to put in place a Neurodiversity Navigator who could support our beneficiaries to find the help they needed. While there is a particular focus on supporting families, the navigator will also be available to help all service personnel.  This is a key role in a pioneering project to bring sustainable improvement to the support offer to serving personnel and their dependents with neurodiversity. This post is initially funded for 3 years.  The Navigator, working within the highest ethical standards, will pull together a list of resources and organisations, both national and local, to enable service personnel and their dependents to access help and support in their area. Working closely with the Head of Commissioned Grants (HoCG) and the Royal Navy, they will help develop and monitor the project, set up the navigator role within the Royal Navy, attend meetings and work with families and organisations to support neurodiversity.  The role will be line managed by the Head of Commissioned Grants but be based with Royal Navy Family & People Support (RN FPS) Engagement & Communications team within a Portsmouth Royal Navy Establishment. Whilst located in the heart of the Royal Navy, the post holder will be very much part of the RNRMC staff team and will therefore need to attend meetings in, and sometimes work from, our Portsmouth office.  Due to the systems which the role will be working on, there is a requirement for this role to be office based. There may be some requirement for travel to meetings which are relevant to the role. | | |
| **Job Summary**  The Neurodiversity Navigator will be working closely with the Royal Navy, organisations supporting neurodiversity and directly with serving personnel and their dependents. They will work raising the profile of neurodiversity through communication networks, signposting, events and activities.They will need to be organised, timely,reliable and able to manage peer to peer connections especially between families.  This exciting new role would be suited to someone with signposting and project management experience who can work alone and in a team. As the Neurodiversity Navigator you will need to be knowledgeable and up to date about neurodiversity, empathic, organised and have experience in this field. It would be helpful, but not essential, if the post holder had lived or other experience of navy life.  Key skills include having very good relational and communication skills, project management skills and being able to work with data management systems along with recording and reporting on data. | | |
| Responsibilities and Duties: The key tasks and responsibilities of the Neurodiversity Navigator are:   * Research and compile a list of resources/organisations to support military personnel and their dependents in the UK and abroad. * Develop and build a network of relationships with relevant organisations and authorities. * Creating and liaising with the RN FPS in devising pages for the Navy Forum and RNRMC website around neurodiversity. * Working with the HoCG and RN to coordinate the support for signposting, adhering to all appropriate policies and safeguarding procedures. * Meet with service personnel and their dependents as required to signpost them to support. * Work with The Naval Families Federation (NFF) to highlight the need for Local Education Authority Assessments to be accepted across the area for Naval families. * With the RN FPS to collect and present data, and to assess numbers of beneficiaries and outcomes. * Assist NFF Team to represent service personnel and dependents in political and policy circles. * Chair the ‘Strengthening Families: Neurodiversity Alliance’, ‘Neurodiversity Advisory Group’ and attend other partnership meetings as directed by the HoCG. * Set up and host a virtual peer-to-peer support network on the Royal Navy Forum. * Report regularly to the HoCG, contributing to monitoring, reporting and evaluation requirements. Keep up to date on information, trends and issues around neurodiversity and share as appropriate.   It is expected this role will have shared responsibility for:   * Reducing hiddenness and isolation felt by families. * Establishing ‘community of experience’ around neurodiversity. * Promoting awareness of challenges of neurodiversity in the military. * Raising the profile of the plight of families in political circles to bring change. * A targeted marketing campaign to RN/RM personnel and their dependents to raise awareness of the Strengthening Families Neurodiversity ‘Holistic Offer’. | | |
| **Person Specification** | | |

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|  | Essential | Desirable |
| **Education** |  |  |
| Minimum 2 A Levels, or equivalent education  Qualification or similar proven experience in neurodiversity, or other relevant qualification,  Safeguarding Courses – Level 2 or similar proven experience | **√**  **√**  **√** |  |
| **Experience** |  |  |
| Proven competence in a signposting role  Proven experience in project management and successful delivery of projects.  Proven competence in electronic information management.  Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector. Competence in handling safeguarding concerns.  Proven knowledge and understanding of NHS/local authority systems around neurodiversity. | **√**  **√**  **√**  **√**  **√** | **√** |
| **Knowledge** |  |  |
| Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word,  PowerPoint, Excel  Has an in-depth understanding of safeguarding policy and process and experience of putting this into practice.  Experience in using CRM’s and database applications  Knowledge of the Charity or military sector | **√**  **√**  **√** | **√** |
| **Skills/ Aptitudes** |  |  |
| Enjoys working with people  Able to network and research independently  High level of spoken communication and interpersonal skills  Able to write and present reports  Understand importance of confidentiality  Patient, tactful, diplomatic and approachable.  Be able to support people in stressful or upsetting situations  Flexibility and adaptability to prioritise and juggle a range of different tasks and to meet deadlines.  Proven ability to take responsibility for tasks and use initiative.  Ability to work both on own and as part of a wider team.  Exceptional organisational skills.  Show dedication to completing tasks, with minimal supervision and direction.  Be able to work accurately with good attention to detail.  Comfortable with using social media, intranets and portals  Confident in gathering facts and data  Possess appropriate right to work in the UK. This role requires a DBS and basic security checks. | **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√** | **√**  **√** |