



Job Description and Person Specification Navigate the Money Maze Tutor

Fixed Term Contract End Date 31.03.2027			
Salary:	£26,228-£29,007 per annum, pro rata	Place of Work:	Home Based - travel required across counties of Devon and Somerset (predominately Devon)
Hours of Work:	22.5 Hours per week / 97.5 hours per month flexible working	Reporting to:	Head of Education & Development

About Navigate CIO: Navigate is a registered charity providing free, independent and confidential money and debt advice, alongside financial education, across Devon and Somerset. We support people experiencing financial hardship and complex needs through flexible, person-centred services that build stability, confidence and brighter futures.

Working in partnership with Encompass Southwest and Mind in Somerset as part of WiseMoney, we deliver support to communities across both rural and urban areas, helping individuals and families improve financial wellbeing, reduce isolation and strengthen resilience.

We value our people and invest in their development, creating a supportive environment where staff can thrive and make a meaningful difference every day.

Job Purpose: To deliver engaging and accessible financial education to individuals and groups across Devon and Somerset, supporting people to build confidence, improve money management skills, and increase financial resilience. The role involves developing and delivering workshops, building partnerships to expand reach and supporting individuals to apply learning in their everyday lives.

Key Responsibilities

Delivery of Education & Training

- Deliver interactive financial wellbeing workshops (both in-person and online)
- Cover topics such as budgeting, energy efficiency, financial literacy, and resilience
- Adapt delivery to meet the needs of diverse audiences, including those with complex needs
- Create a safe, inclusive, and engaging learning environment

Engagement & Partnership Development

- Engage with community groups, schools, colleges, and businesses to promote workshops
- Build and maintain strong relationships with partners and stakeholders
- Proactively generate opportunities and bookings for training sessions

Supporting Participants

- Encourage participants to develop practical money management skills
- Support individuals to build confidence and make informed financial decisions
- Provide light-touch follow-up support to assess progress and impact

Monitoring & Evaluation

- Collect feedback and evaluate the impact of sessions
- Maintain accurate records of delivery and outcomes
- Contribute to reporting requirements and continuous improvement

Content Development

- Keep workshop materials up to date, relevant, and accessible
- Adapt content to reflect changes in policy, cost of living, and client needs

Team & Organisational Contribution

- Work collaboratively as part of the Navigate and Wis£r money team
- Contribute to service development and innovation
- Uphold organisational values, policies, and safeguarding practices

Person Specification

Essential Criteria

Skills & Abilities

- Strong communication and presentation skills
- Ability to engage diverse groups in an interactive and meaningful way
- Ability to work independently and as part of a team
- Confidence in building partnerships and generating opportunities
- Competent IT skills, including use of online delivery platforms

Experience & Knowledge

- Passion for financial wellbeing and supporting individuals facing hardship
- Understanding of the challenges faced by vulnerable individuals and communities

Other Requirements

- Ability and willingness to travel across Devon and Somerset (with a focus on Mid Devon, North Devon and Torridge for face-to-face delivery)

Desirable Criteria

- Experience delivering training, workshops, or group sessions
- A recognised teaching or training qualification (or willingness to work towards one)
- Understanding of financial wellbeing, money management, or debt advice

Personal Attributes

- Enthusiastic, approachable, and engaging
- Empathetic and non-judgemental
- Adaptable and responsive to different audiences
- Motivated to make a positive impact
- Committed to equality, diversity, and inclusion