



# IMPLEMENTATION ROLES



*“Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces.”*



This table summarises the key roles involved in implementing the Good Job approach in companies and workplaces. Each role contributes to building an inclusive transition system that supports young people with disabilities and learning difficulties as they prepare for adulthood and working life.

Role	Purpose	Key Tasks	Suggested Profile
Good Job Lead	Oversee and coordinate the company implementation of the Good Job.	<ul style="list-style-type: none"> <li>• Plan the implementation.</li> <li>• Coordinate between staff, families, and external partners.</li> <li>• Ensure alignment with company climate, culture &amp; strategies.</li> <li>• Progress monitoring, outcome evaluating.</li> </ul>	Leadership team member, project-oriented staff with great organisational and communication skills.
HR manager	Build staff capacity and ensure sustainability and quality of implementation.	<ul style="list-style-type: none"> <li>• Identify staff training needs.</li> <li>• Help with organising workshops and peer learning sessions.</li> <li>• Use Good Job Resources in company context</li> <li>• Integrate inclusive transition practices into staff development plans.</li> <li>• Support the use of the Good Job Assessment Tool.</li> <li>• Organise awareness events or campaigns.</li> </ul>	HR manager, staff training officer, proactive and empathetic, skilled in training and inclusion, using Good Job tools to support employees and foster inclusive workplace culture.
Workplace Mentor	Guide the worker with disabilities and learning difficulties through onboarding & mentoring.	<ul style="list-style-type: none"> <li>• Provide clear job instructions and step-by-step training.</li> <li>• Monitor progress and give regular, constructive feedback.</li> <li>• Adjust tasks or break them into smaller steps when needed.</li> <li>• Ensure the employee understands workplace rules and safety.</li> <li>• Coordinate support with HR, management, Workplace buddy.</li> <li>• Solve problems early and propose reasonable adjustments.</li> <li>• Encourage independence and support confidence-building.</li> </ul>	Patient, calm, and able to explain things clearly, good problem-solving skills, supportive attitude toward inclusion and diversity, trusted team member, ideally in a supervisory or lead role
Workplace buddy	Provides friendly, informal support to a worker, focuses on daily inclusion, confidence-building, and practical help	<ul style="list-style-type: none"> <li>• Welcome the new colleague and help them integrate socially.</li> <li>• Explain daily routines, workplace norms, and practical logistics.</li> <li>• Offer simple reminders, clarifications, and informal guidance during the workday.</li> <li>• Encourage independence and reassure the colleague when situations feel unclear or stressful.</li> <li>• Share relevant observations with the Workplace Mentor when additional support is needed.</li> </ul>	Friendly, patient, approachable, clear in communication and respectful of differences. Familiar with everyday workplace routines, at the same level as the colleague (not a supervisor or evaluator)

## How to Use This Role Framework

- Use these 4 roles as **anchors** for implementation - every company can adapt them to its size and resources.
- One person may take multiple roles, but all should know how their contribution fits the bigger picture.
- When presenting these roles, highlight that each contributes uniquely to creating an inclusive transition culture — it's a *team effort*, not a hierarchy.