

# Groundwork UK

## Recruitment Pack

### Programmes Coordinator (Partnerships)

June 2020



***Help us change places and change lives***

Groundwork UK  
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Charity registration 291558





## Join our community

Thank you for your interest in applying for a position at Groundwork UK. This is a challenging time for society, but a hugely rewarding time for our organisation. Groundwork's origins lie in the economic recession of the 1970s and our organisation was established as a radical experiment in bringing together public and private resources to support communities to tackle social and environmental challenges.

Over the last four decades we've learned what works to help community organisations become more resilient, to help young people face the future with confidence and to help those who are vulnerable or isolated improve their prospects and networks.

This learning has enabled us to adapt our services and programmes to support communities through the Covid-19 crisis – providing emergency grants to local organisations, helping young people stay connected and finding innovative ways to encourage people to enjoy the natural world.

The experimental approach and entrepreneurial spirit that characterised our early years needs to be at the forefront as we apply ourselves to the challenges ahead. Our aim is to support a recovery that is both green and fair, that puts communities in control of the decisions that affect them and that helps to create a society that promotes healthier and more sustainable lifestyles.

Groundwork UK sits at the heart of a wider community – managing programmes, campaigns and networks that improve the lives of tens of thousands of people each year. We're a small team with a busy and diverse workload, which means there is huge scope to collaborate, learn and grow. We offer excellent working conditions and benefits and are committed to helping all of our employees develop their careers.

I hope you'll want to join us as we set out on the next exciting phase of our organisational journey.

Graham Duxbury,  
Chief Executive



## Programmes Coordinator (Partnerships)

The post of Programmes Coordinator sits within our Partnerships and Programmes team. The role involves coordinating the delivery of high profile programmes providing grants to locally-based organisations through partnerships with a variety of national funders.

The coordinator will take an active role in the development and management of grant programmes, communicating with a range of public and private sector partners and coordinating operational delivery. The role will be varied and will initially include supporting the coordination of a programme funded by Comic Relief

<https://www.groundwork.org.uk/national-grants/comic-relief-community-grants/>

You will have a proven record of accomplishment of working in a similar role with the confidence to manage your own workload, and that of your line reports.

Groundwork UK is committed to being an inclusive employer and offers flexible working arrangements and supportive, family friendly policies. We encourage people to think about whether they could fulfil this role working part time or in job share arrangements.

The Groundwork UK team is currently working at home in line with government recommendations. We expect to return to our office base in central Birmingham over the coming months.

### Benefits

- Starting salary £31,990
- 29 days holiday entitlement
- Flexi-time arrangements
- Enhanced paid maternity leave
- 7.5% pension contribution
- Travel loan scheme
- Health cash plan through BHSF
- Salary sacrifice benefits including childcare vouchers and cycle to work scheme



## About Groundwork

Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

We help people to carry out thousands of diverse projects each year. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year Groundwork accessed £96 million of funding to support our mission and distributed £29 million in grants to help local groups improve their neighbourhoods.

This contributed to the following outputs and outcomes.

- More than 9,100 community organisations supported
- learners of all ages supported to achieve nearly 6,000 qualifications
- 50,000 days of social action unlocked
- 25,750 people helped to achieve new goals in education, training or employment
- 7.4 million m<sup>2</sup> of land improved and nearly 59,000 trees planted
- 5.9 million kg of CO<sub>2</sub> and 1.4 million kg of waste prevented

You can read more about the impact our work has [here](#).

Our strategy for 2020 – 2023 sets out our ambition to build our visibility, our reputation and our resource base so that we can be a significant, radical, national force for driving change in attitudes, behaviours, places and prospects in the local communities that need it most.

Our strategy document has been provided with this information pack.

## Groundwork UK

Groundwork UK is the national body of the Groundwork federation, supporting, championing and representing the work of Groundwork Trusts across the country. This includes building national relationships with funders and policymakers, securing resources to support local delivery and acting as a managing agent for programmes and contracts delivered by Groundwork Trusts and other partners.



# Working for Groundwork UK

## 1. Values

Our values inform what we do and how we do it. We are **environmentally aware** and focused on **communities in need**. We are **collaborative**, show **integrity** and strive for **quality** in everything we do.

- We are open, honest and transparent
- We are polite and professional
- We demonstrate our integrity in all our dealings with colleagues, customers and partners

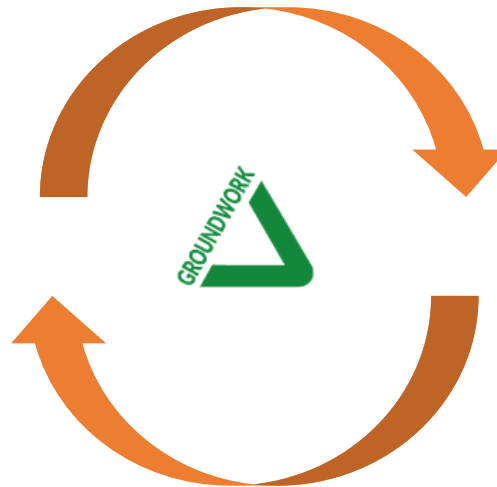
- We actively engage with colleagues to find innovative solutions to problems and tasks
- We celebrate success together
- We work closely with partners to develop joint initiatives

- We monitor all our work to make continuous improvement
- We train and develop ourselves and inspire others
- We encourage and welcome feedback
- We value the opportunities for personal and career development

**COLLABORATIVE**

**INTEGRITY**

**QUALITY**



- We respect the local and global environment
- We strive to minimise our own environmental impacts
- We ensure environmental impacts are considered in all our

- We put communities at the centre of our planning
- We encourage staff volunteering to help communities in need
- We place vulnerable people at the heart of all our work

**ENVIRONMENTALLY AWARE**

**COMMUNITIES IN NEED**





## 2. Equality and diversity

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. We therefore strive to be an equal opportunities employer. This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics'). This is an important commitment, which all employees are expected to share.

## 3. Safeguarding

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved.

Our safer recruitment practices help us to ensure that we recruit colleagues who share our high standards and expectations. All job offers are conditional on the receipt of satisfactory references. Where appropriate, we ask our workers to complete a Disclosure and Barring Service (Criminal Records Bureau) check. We are also obliged to confirm your identity and obtain proof of your right to work in the UK. We ask all staff to undertake safeguarding training when they join us.

## 4. Sustainable development

Groundwork UK is committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our sustainable development policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment. The policy relates to all areas of our work and contains responsibilities for all employees.



## Recruitment process

In order to apply for this role please send the following to [recruitmentUK@groundwork.org.uk](mailto:recruitmentUK@groundwork.org.uk) by no later than noon, Monday 27<sup>th</sup> July 2020.

1. An up-to-date **CV**. (Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our recruitment team before shortlisting)
2. **Supporting statement**. This should be a maximum of two pages of A4 setting out why you wish to apply for the position, and how your knowledge, skills, experience and values meet the requirements of the role.
3. Signed **GDPR Statement acknowledgment\***
4. Completed **Equal Opportunities Monitoring Form\***
5. Completed **Self-Disclosure form\***
6. A completed **Referees form\*** This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*\* These documents will be removed by our HR team prior to shortlisting.*

*Groundwork UK collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.*

## Interviews

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews (by telephone or video call) during the week beginning 3<sup>rd</sup> August 2020.



## Job Description

<b>Job Title:</b>	<b>PROGRAMMES COORDINATOR (PARTNERSHIPS)</b>
<b>Responsible to:</b>	Programmes Manager
<b>Responsible for:</b>	Programmes Officer, Programmes Assistant
<b>Office Location:</b>	Central Birmingham (some remote working considered)
<b>Term:</b>	Permanent

### JOB SUMMARY

The Programme Coordinator will play a key role in the coordination of grant programmes within our Programmes and Partnerships team who are based in Birmingham. The coordinator will take an active role in the development and management of grant programmes, communicating with a range of public and private and third sector partners, overseeing operational delivery, including end to end grant application process, due diligence, financial payments & monitoring, organising grant panels, & approval processes, supporting learning, evaluation and events.

### MAIN DUTIES

- Developing and maintaining effective relationships with partners, funders, delivery partners and grant recipients, offering a high level of customer service. Representing Groundwork UK at relevant external events and meetings.
- Coordinate the development of programme set up, including overseeing set up of on line grant application process, developing programme guidelines and processes, ensuring funder requirements are met.
- Coordinate programme management processes including, assessing submissions against agreed criteria, manage and monitor the delivery of grants using a range of management information systems.
- Coordinate programme budgets to ensure expenditure in line with commissioner rules, and payments to grant recipients.
- Coordinate, due diligence process, to ensure fraud is minimised, checking and processing claims to support financial management of programmes and contracts.





- Coordination local and national grant panels, including panel papers, and information necessary to make grant awards. Overseeing grant payments and awards.
- Coordinate events related to the management of programmes including briefing sessions, learning events and celebration activities
- Coordinate the production of case studies and reports on programme activity and impact to support the management of funder relationships.
- Liaison with PR & Communication team to ensure that funder and programme communications requirements are met.
- Coordinating communications to grant recipients and delivery partners, providing advice and guidance on the grant application, monitoring, and compliance processes
- Supporting the continued development of best practice in grant making to ensure that grant programmes are impactful and relevant to local communities
- Contribute to Groundwork UK's partnership development, including supporting business development, volunteering and fundraising activity.
- Line management of programme staff (as required), supporting high performance and professional development.
- Support the Programme manager in the provision of information and advice to the Federation Executive Team and Federation Board.
- Deputising for the Programmes Manager as required.

## **MISCELLANEOUS**

- The post holder will need to have internet connectivity and potential for home working.
- The role will involve travel (potentially including out of office hours) to engage with partners and key stakeholders across the UK. This may include some overnight stays.
- The post holder will be expected to fulfil all duties in adherence with Groundwork UK's values (environmentally aware, focused on communities in need, acting collaboratively, with integrity and striving for quality) and in accordance with our sustainable development policy.
- Carry out any other duties as deemed appropriate by the Director of Partnerships and Programmes.



- Undertake training and development deemed necessary for the pursuance of the post.

*Groundwork UK is committed to being an inclusive employer and offers flexible working arrangements, job share opportunities and supportive, family friendly policies. **Part time/Job share arrangements considered.***



**Person specification:  
Programmes Coordinator (Partnerships) June 2020**

<b>Specification</b>	<b>Essential</b>
<b>Knowledge, Experience &amp; Skills</b>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of corporate and charitable grant making foundations and best practice in grant making processes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Highly computer literate, including the use of Management Information Systems/ Grant Management Systems/funder reporting systems</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of PR &amp; Communications in relation to effective external programme communications</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Proven experience of managing and coordinating grant programmes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Proven experience in financial processes, due diligence and budget management</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Proven experience of assessing &amp; moderating grant applications</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Experience of coordinating and administering grant panel decision making processes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Experience of supporting monitoring and evaluation processes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Proven experience of writing reports, case studies for internal and external audiences</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Experience of organising and coordinating learning events &amp; networks</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>• Ability to plan workload and deal with competing demands, and programmes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Experience of Line management, proactive communication and team-working</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Experience of building and managing relationships with funders and commissioners</li> </ul>	<b>E</b>
<b>Values and Culture</b>	
<ul style="list-style-type: none"> <li>• Alignment with Groundwork UK's values:               <ul style="list-style-type: none"> <li>○ Environmentally aware,</li> <li>○ Focused on communities in need</li> <li>○ Collaborative</li> <li>○ Show integrity</li> <li>○ Strive for quality</li> </ul> </li> </ul>	<b>D</b>