

# Groundwork UK

## Recruitment Pack

### Programmes Coordinator (Contracts)

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 (Contracts)

We are currently seeking to fill two Programmes Coordinator roles (1 x permanent, 1 x 12 months maternity cover) within the established Contracts team at Groundwork UK – Groundwork’s national office based in Birmingham.

These are critical roles within the team. Each will be responsible for the day-to-day management of a small portfolio of funded programmes. Key functions will include relationship management with our funders and partners, developing and implementing monitoring and compliance procedures, and working with practitioners to deliver high performing programmes that maximise impact for our beneficiaries.

Responsibilities will change along with Groundwork UK’s portfolio of contracts and programmes. However, the vacancies will be largely focused on:

- The management of a large, European funded youth employment programme, leading a local partnership of specialist delivery organisations
- Project managing a large Lottery funded programme, focused on embedding youth participation in parks and green spaces across England via a partnership of national charities
- Managing a programme of domestic energy efficiency visits to vulnerable households by Groundwork Trusts

We are seeking an individual who can quickly understand the breadth of our activity, can work with minimal supervision, and who is able to manage multiple work streams in a busy but rewarding environment.

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

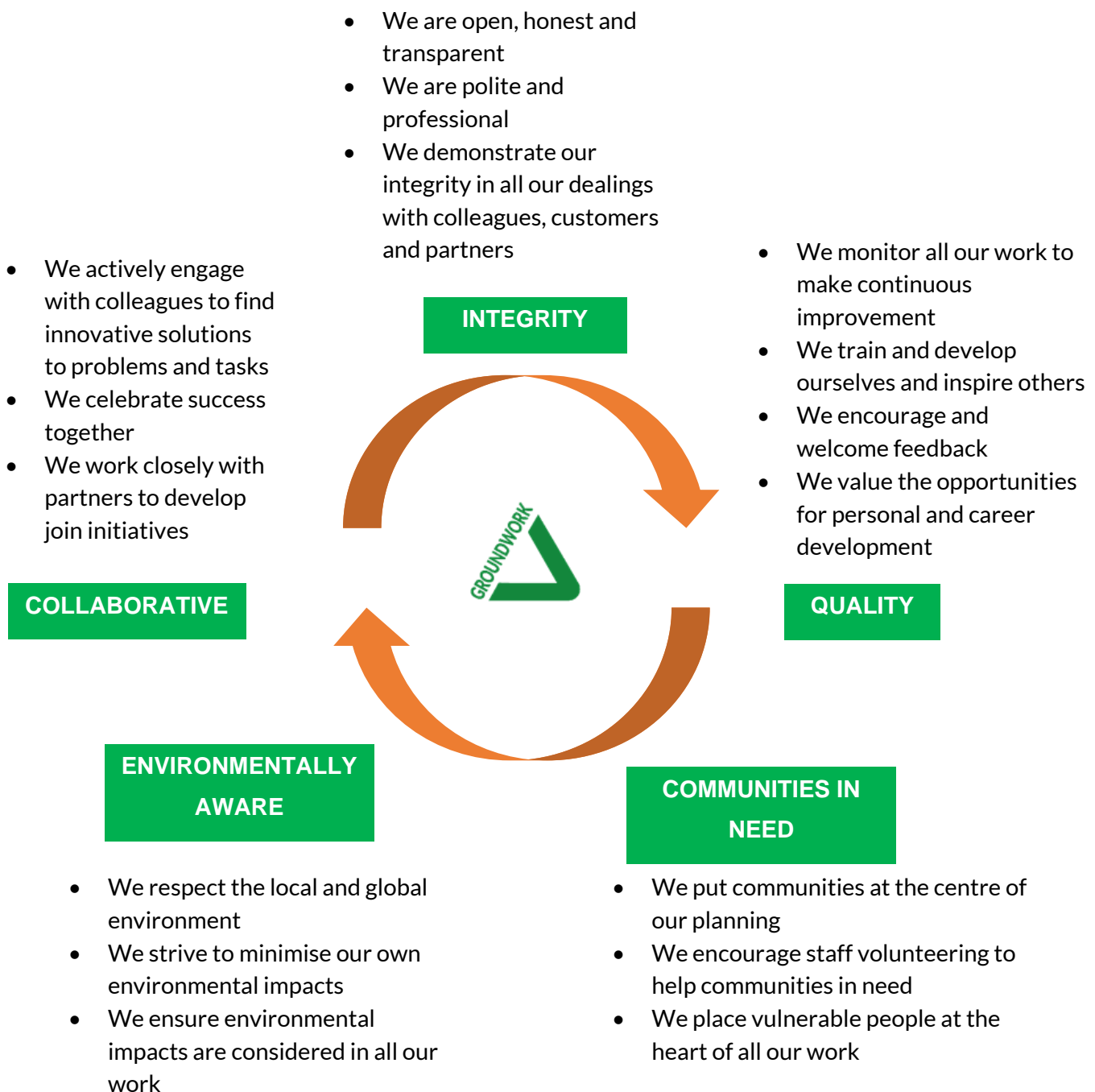
Groundwork UK is the national body of the Groundwork federation, supporting, championing and representing the work of Groundwork Trusts across the country. This includes building national relationships with funders and policymakers, securing resources to support local delivery and acting as a managing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





## 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 (CONTRACTS)</b>
<b>Responsible to:</b>	Programmes Manager
<b>Responsible for:</b>	Programmes Officer, Programmes Assistant
<b>Location:</b>	Central Birmingham (remote working considered)
<b>Term:</b>	1 x Permanent 1 x 12 months fixed term contract (maternity cover)

### JOB SUMMARY

The Programmes Coordinator will play a key role in the development and management of Groundwork UK's major programmes and contracts, overseeing a varied portfolio and grant and delivery programmes across Groundwork's wide range of thematic areas. Priorities include, managing day-to-day relationships with commissioners, funders, and delivery partners, whilst supporting colleagues to offer a high level of customer service to grantees. There will be a particular focus on ensuring high quality outcomes and performance is achieved and learning is captured to support future positioning and development.

### MAIN DUTIES

- Leading the day-to-day operational management of contracts and programmes across a broad range of thematic areas.
- Designing, implementing and overseeing grant management programmes, including due diligence, assessment, monitoring and payment processes.
- Implementing and overseeing compliance processes, ensuring that requirements of commissioners, funders and partners are met
- Overseeing programme budgets to ensure expenditure in line with funder/ commissioner rules, and payments to delivery partners/ grant recipients. Overseeing claims to support financial management of grant programmes and contracts.
- Monitoring and managing contract/ programme performance to ensure maximum benefit to beneficiaries.





- Supporting the design and implementation of new contracts and programmes in line with agreed budgets and timescales.
- Supporting continual improvement through quality management, including gathering and responding to stakeholder feedback.
- Developing and implementing programme management systems and procedures to support the effective delivery and management of grants and contracts.
- Coordinating communications to grant recipients and delivery partners, providing advice and guidance on the grant application, monitoring, and compliance processes
- Producing accurate, high quality progress and performance reports for partners, funders, senior managers and Trustees
- Overseeing external evaluation contracts and support internal evaluation and impact measurement
- Chairing/ lead grant panels, practitioner and grantee meetings/ briefings
- Coordinating the production of case studies and impact data to demonstrate Groundwork's impact, support business development and fundraising activity.
- 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.
- Contributing to Groundwork UK's business development activity, including identifying potential funding streams, and supporting procurement/ bidding activity.
- Line management of Contracts Team staff (as required), supporting high performance and professional development.
- Deputising for the Programmes Manager as required.

## MISCELLANEOUS

- The postholder will need to have internet connectivity and potential for home working due to current Covid-19 restrictions



- 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 postholder 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.

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



## Person Specification

Specification	Essential	Desirable
• Knowledge of policy and funding environments in relation to Groundwork's key activities	X	
• Analytical skills to support performance management	X	
• Highly computer literate, including the use of Management Information Systems/ Grant Management Systems	X	
• Ability to plan workload and deal with competing demands	X	
• Numeracy and budget management skills	X	
• Writing reports for internal and external stakeholders	X	
• Negotiation and influencing skills	X	
• Experience of designing and managing programmes and contracts	X	
• Working in or with third sector organisations in relevant sectors		X
• Experience of adherence to detailed funding rules and compliance requirements, including European Social Fund (ESF)		X
• Quality management experience		X
• Line management experience		X
• Experience of building and managing relationships with delivery partners, subcontractors, funders and commissioners	X	
• Experience of impact assessment and evaluation		X
• 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>	X	
• Flexibility and responsiveness to change	X	