

# Groundwork UK

## Recruitment Pack

### Programmes Officer (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 Officer (Contracts)

We are currently recruiting to a Programmes Officer vacancy within the established Contracts team at Groundwork UK – Groundwork’s national office based in Birmingham.

This new role will help us manage a changing portfolio of grant management and delivery programmes, in particular working to support monitoring and compliance on public and European funded grant and delivery programmes.

We are seeking someone with experience of working with a variety of external funding streams, making critical assessments of funding applications, project monitoring, and working with complex data sets. You will carry out your duties with a high level of customer service, and be a team player who is quick to adapt to shifting priorities in a dynamic working 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 £28,453
- 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.

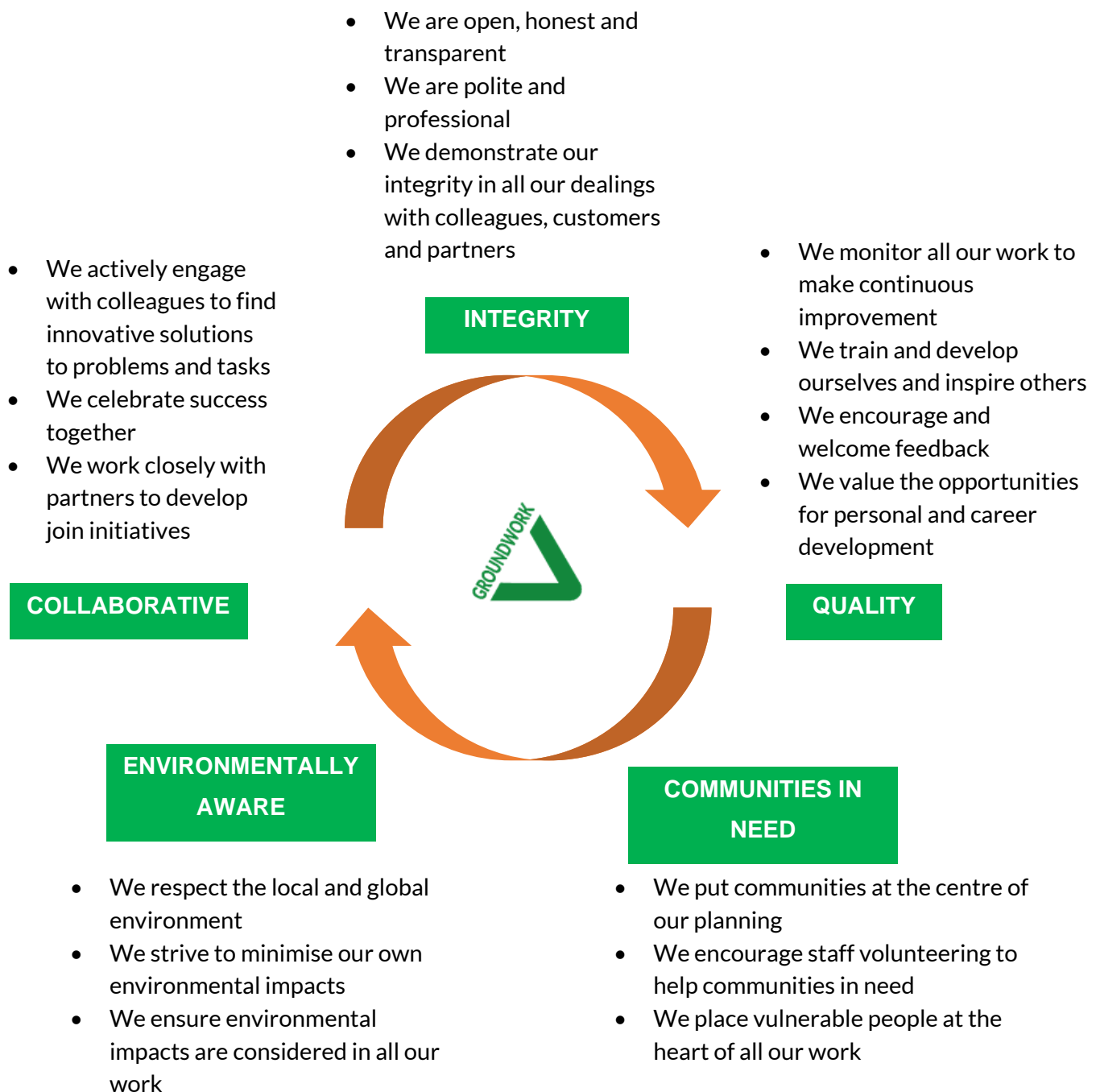
## Groundwork UK

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 OFFICER (CONTRACTS)</b>
<b>Responsible to:</b>	Programmes Manager
<b>Location:</b>	Central Birmingham (remote working considered)
<b>Term:</b>	Permanent

### JOB SUMMARY

The Programmes Officer plays a key role in the management of grant and delivery programmes managed by Groundwork UK. They have responsibility for a range of tasks across the project/ grants management cycle, including assessment of funding applications, monitoring projects, analysing programme data, and liaising with project staff, grantees, and funders.

The Programme Officer role in the Contracts Team has a key focus on compliance checking and data manipulation, in support of specific contracts under management by Groundwork UK.

### MAIN DUTIES

- Assess grant funding applications using assessment frameworks relating to a range of thematic areas
- Monitor and manage the delivery of grants and projects by assessing progress reports and data returns
- Use a range of management information systems and databases to support the effective management of grants and programmes
- Data management, manipulation and analysis to produce accurate data reports to funders and to undertake detailed data analysis to programme, performance and quality management
- Undertake funding compliance checks and due diligence processes, interpreting detailed funder requirements to ensure alignment with funding rules
- Act as a point of contact for external grant recipients and project delivery staff, providing advice and guidance on application and monitoring processes, and compliance requirements





- Liaise with Groundwork UK's funders and commissioners (from the public, private, and third sectors), to provide accurate, relevant information, delivering a high level of customer service
- Contribute to the development of guidance to help ensure project delivery/ grant usage meets all requirements
- Develop and review programme and grant management processes to maximise efficiency, results, and levels of customer service
- Check and process claims to support financial management of programmes and contracts.
- Produce accurate, high quality written reports for Managers, Trustees, and funders
- Support the management of external programme evaluation and act as the first point of contact for those involved in evaluations and impact assessment
- Organise and participate in grant panel meetings involving representatives from representatives from partners, funders, and commissioners
- Organise and participate in briefings for delivery staff and grantees, to support understanding of grant programme and contract requirements

## 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
• Understanding of grant management processes	X	
• Appreciation of the needs of third sector organisations	X	
• Grant application assessment skills		X
• Data management, manipulation and analysis skills	X	
• Attention to detail	X	
• Ability to interpret detailed funding rules and regulations		X
• Proactive communication and team-working skills	X	
• Ability to plan, organise own workload and deal with competing demands	X	
• Ability to work on own initiative with minimal supervision	X	
• Experience of operating in previous grant management roles		X
• Experience of supporting the management of intricate projects and programmes	X	
• Working with public sector and European funding streams		X
• Supporting project monitoring and evaluation	X	
• Operating management information systems	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	