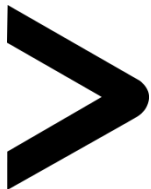


# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## Green Start Project Co-ordinator (partly prison -based)

Job Description & Person Specification

SALARY
£28,000 - £30,000

DURATION OF THE POST
18 months, full time 36 hours 40 minutes -contract extension subject to funding

BUSINESS UNIT
Employment & Enterprise

LOCATION
HMP Forest Bank & Ashton under Lyne

ACCOUNTABLE TO
Head of Employment & Enterprise

RESPONSIBLE FOR

## OVERVIEW OF THE POST

Groundwork Greater Manchester is an environmental and social regeneration charity, and member of the national Federation of Groundwork Trusts, working through partnerships to deliver a greener more resilient city region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We deliver programmes which:

- protect and improve landscapes and urban green space
- facilitate the power of local communities to respond to the climate and nature emergency
- build the skills and resilience of young people to be able to realise their potential
- create jobs and training, particularly within the green economy, to support unemployed adults secure employment and develop new skills – with a focus on people with criminal convictions, young adults, care leavers and armed forces veterans

Green Start is a new training and employability programme aimed at helping offenders thrive in the 'green skills' job market – particularly within construction and land based sectors - following their release from custody. Working both in HMP Forest Bank and in the community, the post holder will build pathways into employment for Green Start course graduates, following their release from custody, through sourcing vacancies and engagement with GM employers operating within the construction and land based sectors in particular. Working with the Green Start Tutor the post holder will deliver 121 and group sessions focused on developing the employability skills, knowledge and confidence of participants whilst in custody and continuing to provide 121 support through the gate to support successful transition into work.

This post is funded by the City & Guilds Foundation

## MAIN PURPOSES AND DUTIES OF THE POST

- To develop and manage network of partnerships with GM employers and vocational training providers within the construction and land based sectors to both inform content of planned training programme and source pipeline of job vacancies and opportunities for course graduates following release from custody
- To deliver employability skills and industry awareness sessions with cohorts of prisoners in HMP Forest Bank
- Provide individually tailored employment focused 121 support for each course graduate following release from custody
- To work collaboratively with the prison based Green Start Tutor, prison and probation staff to support a successful transition into life and work for each course graduate.

1. Build and effectively manage relationships with a range of potential employers including understanding their recruitment and selection requirements
2. Canvass employers using a variety of sales and recruitment techniques to secure vacancies for job-ready course graduates following release from custody
3. Promote the ethos of the programme and encourage employers to look positively on people with criminal convictions as potential applicants where they might not have previously considered them eligible employees
4. Build knowledge and develop local networks with employers, training providers and other partners relating to current skills needs of employers, emerging green skills development needs and changes within labour markets

5. Deliver 121 and group training sessions in HMP Forest Bank for course participants focused on developing skills and techniques for securing employment as well as understanding what employers want and how to sustain employment. Seek ways to involve employers in developing course content or directly recruiting from prison.
6. Be a source of expert advice regarding employer and vacancy expectations
7. Working closely with resettlement staff in HMP Forest Bank and Probation, provide 121 coaching, mentoring, advice and guidance to support each person both pre and post release to transition into work or further training.
8. Maintain accurate, comprehensive and up to date records for all participants to meet the needs of project funders and partners
9. Adhere to all policies, procedures and operational and security requirements of HMP Forest Bank at all times
10. Working with the Sales and Marketing Manager, develop content and undertake activities to actively promote the Green Start Programme through a range of media.
11. To provide support and advice for colleagues involved in delivery of the Green Start programme in other Groundwork Trusts.
12. To support other colleagues in the Employment Team with sourcing vacancies and building new employer relationships.
13. Undertake any other duties that may reasonably be requested by the Head of Employment & Enterprise.

## PERSON SPECIFICATION

### Essential experience:

- Proven experience of delivering job outcomes within a guidance, training or welfare to work environment
- Experience of working with a range of employers to satisfy their recruitment needs
- Experience of building and developing networks with employers in construction, land or related sectors
- Experience of delivering employment support services for people with criminal convictions
- Experience of coaching and mentoring disadvantaged adults to secure employment

### Desirable experience:

- Experience of working within a custodial setting
- Experience of working within the construction industry

### Essential knowledge, skills and qualifications:

- An adept communicator with the ability to persuade, influence and listen to others
- Up to date knowledge of the labour market in Greater Manchester and skills needed to apply for vacancies
- An ability to understand and respect the multiple needs of service users whilst able to challenge and focus their attention on progression planning and relevant job search activities
- Good knowledge of current sustainability issues and how relates to construction and land sector in particular
- Strong project management and organisational skills
- Good problem solving and lateral thinking skills
- Enthusiastic and flexible team player with high expectations of self and others
- Computer literate with practical experience of using MS Office and willingness to learn and use other software packages

**Desirable knowledge, skills and qualifications:**

- IAG / Employment Related Services L3 or equivalent
- Level 3 Award in Teaching and Learning / PTTLs or equivalent
- Driving licence with access to own transport
- IOSH / L3 Health & Safety Qualification
- Carbon Literacy trained

**Values and ethos:**

- A genuine passion for Groundwork's mission and values
- A commitment to the delivery of high quality services
- A positive approach and commitment to the rehabilitation of offenders
- An understanding and empathy towards the issues faced by people with a criminal record
- A commitment to educating people to develop more sustainable behaviours

**ADDITIONAL FACTORS**

- Flexible working hours may be needed. We operate a flexi-time system and have a flexible working policy.
- This post will be partly prison based.
- Environmentally aware
- Willing to undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

**DBS and Vetting Requirements:**

- This post will require an enhanced DBS check (adult workforce) and Home Office Vetting

Prepared By: Venetia Knight, Head of Employment & Enterprise, October 2020