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| GROUNDWORKGREATER MANCHESTER  |  |
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| Professional Services Sector-Based Work Academy |
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| 1 | Groundwork Overview |
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Groundwork Greater Manchester is a not for profit organisation that delivers a wide range of high quality services for the benefit of communities and the environment. We work across Greater Manchester from our three offices in Trafford, Rochdale or Ashton under Lyne, or on sites where we are delivering contracts such as in Wythenshawe in Manchester.

Along with our partners in the environmental sector, we have created a number of Kickstart Job Placements throughout 2021 for young people to undertake different job roles working alongside our project and contract delivery teams. In addition to providing high quality work experience we will also be offering programmes of training and education to support people gain skills and qualifications to enable them to build their career within the environmental and related sectors.

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| 2 | Pre-Recruitment Training Course: Environmental Sector Professional Services Jobs |
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For young people interested in securing a Kickstart Job with Groundwork we are running a 2 week pre-recruitment training course which will enable young people to:

* Develop understanding about working within different kinds of roles within the environment and community sector
* Understand employer expectations and develop awareness of how to succeed in your new job
* Get ready for work and prepare for a job interview
* Develop essential health and safety knowledge
* Achieve QNUK Accredited Level 1 Health and Safety at Work qualification
* Achieve Carbon Literacy certificate accredited by the Carbon Literacy Trust and develop understanding of sustainability issues
* Develop understanding of essential sector based customer service skills and codes of conduct

Virtual Open Day

We will be hosting a Virtual Open Day on Zoom on **Thursday 25th March 2-3pm** for young people to find out more about the course and our Kickstart Vacancies, and next steps for enrolling on the course. Link Below:

Join Zoom Meeting
<https://us02web.zoom.us/j/82125606474?pwd=ak4xNERMK2pWREVMVmc2MDZNTDUwQT09>

Meeting ID: 821 2560 6474

Passcode: 533355

Course Dates and Eligibility

This Professional Services pre-recruitment course will be delivered over 2 weeks, every day Monday to Friday each week.

**Start Date**: 10th May 2021

**Finish Date**: 21st May 2021

The whole course will be delivered online using Zoom, with 2 sessions each day at the following times:

**Morning session**: 10.30am – 12.15pm

**Afternoon session**: 1.15pm – 3.15pm

All young people will need to complete a standard enrolment process prior to starting learning, and will need to meet the following criteria

* Aged 18- 24
* Currently unemployed
* Resident in Greater Manchester

Each person will need to be able to provide their age, identity and address as well as their right to work in the UK. They will also need to have access to equipment and internet to be able to take part in the course.

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| 3 | Summary Kickstart Vacancies |
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All young people who complete the course will be offered a guaranteed interview in the following week. Relevant PPE, uniform and equipment will be provided plus a programme of in work training. A summary of the roles we will be recruiting for are:

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| Job Title | Sustainability Officer | Employer | Groundwork GM |
| Location | Trafford / Rochdale or Ashton under Lyne | Hours of work | 25 hours per week, flexible work pattern to be agreed |
| Hourly Salary | £9.50 | No. Vacancies | 1 |
| Summary of Role | This role is for an individual who is passionate about environmental sustainability and looking to build a career in the green economy or sustainability education. The role will involve working with the Climate Action Lead and other colleagues at Groundwork to take forward practical actions to reduce carbon emissions across all Trust activity. You will be involved in research, setting up systems and activities in line with action plan, supporting training systems and promoting good practise. |
| Requirements | * Ideally holding a degree in subject relating to sustainability or can evidence high level of knowledge concerning environmental sustainability.
* Excellent communication skills – both verbal and written
* Effective research skills
* Passion for the environment and commitment to supporting people to lead a more sustainable lifestyle
* Flexible and able to get involved in projects at different levels
* Able to work within team and on own
* Creative
* Good ICT skills
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| Job Title | Environmental Projects and Partnerships Administrator | Employer | Groundwork GM |
| Location | Trafford | Hours of work | 25 hours per week, flexible work pattern in office hours |
| Hourly Salary | £9.50 | No. Vacancies | 1 |
| Summary of role | The post holder will undertake a range of administrative and project management tasks to support the delivery of a range of environmental projects and programmes. Activities will include communicating with clients, partners or customers through phone or emails, preparing documents for meetings or training sessions, undertaking internet research, data entry and managing and analysing data from surveys. |
| Requirements | * Excellent numeracy and literacy skills
* Minimum A level or Level 3 qualifications
* Strong written, verbal and ICT skills
* Strong organisation and self-management skills
* Knowledge and interest in environmental issues
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| Job Title | Business Development, Policy Development & Research Officer | Employer | Groundwork GM |
| Location | Trafford or Ashton under Lyne | Hours of work | 25 hours, flexible work pattern within office hours 9-5pm. |
| Hourly Salary | £9.50 | No. Vacancies | 1 |
| Summary of role | This role will involve undertaking research and policy insight tasks to support business development work across the organisation, focusing in particular on green skills, climate and nature and communities in control. The role will involve desk based research, communication with people inside and outside the organisation and production of reports, including leading one or more research projects in key policy areas, as well as system support tasks. |
| Requirements | We are seeking an individual with English & Maths GCSE Grade C or above and potentially A level/ degree in a social science. You will demonstrate a commitment to our mission and have in interest in the policy issues relating to Groundwork's work. You will have good writing skills, understanding how to adapt messages to a range of audiences. You will be able to develop positive relationships with people; be a self- starter, able to use your initiative and manage your own workload within deadlines; be able to handle and interpret data; be competent at using MS Office |
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| Job Title | Marketing and Communications Assistant | Employer | Groundwork GM |
| Location | Ashton under Lyne | Hours of work | 25 hours per week, flexible within office hours |
| Hourly Salary | £9.50 | No. Vacancies | 1 |
| Summary of role | Working as a member of the Marketing Team at Groundwork will work with traditional and digital media to raise the profile of our work and use our related systems to accurately record and track the impact of Groundwork’s work and brand awareness. The postholder will have a particular emphasis on project communications across digital marketing, website content development and graphic design. |
| Requirements | * GCSE English Grade C or above essential. Degree in Marketing or Communications desirable.
* Proficient in use of MS Office and some experience working in communications, PR or Marketing essential.
* Excellent customer service skills and able to build positive relationships with people
* Experience with design software, website content systems, production of press releases, case studies and materials desirable.
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| 4 | Contact Details |
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For more information please contact: Liane Kirk

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