



Candidate Pack

Community Project Manager (B)

www.groundwork.org.uk



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Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.



Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work.

Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.



What are we looking for?

We are looking for someone who is passionate about working with local communities across Tyne & Wear and Northumberland. You'll already have experience of delivering activity that engages local people, and will understand how to support, inspire and empower people to make positive changes to their lives, helping them to reconnect with their local environment.



Two days are rarely the same in the role so you'll thrive on the challenge of working on a varied work programme, which includes face to face delivery of sessions and projects to our beneficiaries. Your project management skills will support the team to ensure our projects are great quality and always delivered on time.



We are looking for an adaptable team player with a 'can do' personality. You will understand how you can work with, and get the best out of a range of colleagues and partners to effectively and collectively achieve outcomes.

What difference will you make in the role?

- » We are really proud of what we achieve here in Groundwork and you will be a vital part of a team that delivers over 50 projects each year, to achieve our organisational aims of ;
 - Creating Better Places
 - Improving People's prospects
 - Promoting Greener working and living
- » Life is busy here and you will be delivering a number of different projects concurrently, sometimes in the role of the project lead. You will be able to manage a budget and will often be responsible for the planning, delivery monitoring and evaluation of projects. You'll develop and manage relationships with internal colleagues as well as partners, referral agencies, funder and beneficiaries to ensure timely and quality delivery of our projects, and help us to maintain the high quality of service that we expect
- » Through your initiative, creativity, fundraising efforts and ability to build trusted relationships with partners you will support the development of the programme, helping to keep our beneficiaries engaged and identify and secure opportunities for future work
- » Your motivation to balance this busy work programme will be driven by the knowledge that your work really does make a difference to the lives of local people and the places where they live work and play and here at Groundwork we really appreciate everything you achieve



Who you will be working for and with?

You will be working as part of our Land and Communities team covering the north of our operating area, Tyne & Wear and Northumberland.

We are a friendly and effective team where everyone shows initiative and willing, be ready to be flexible and most importantly support each other.

You will be managed by a Programme Manager, but at times may be working as part of a wider partnership or multi-disciplinary project team.

Examples of the external partners you can expect to work with include local authority officers, schools, community groups, health professionals and other third sector organisations.



What will your duties and responsibilities be?

Project Development:

- » Support the generation and initiation of new ideas for community regeneration projects across a range of partners
- » Support both the identification and accessing of funding opportunities for community regeneration projects
- » Identify and proactively network across sectors with a range of potential partners raising the profile of Groundwork as a partner of choice.
- » Attend partnership meetings to support development of effective working relationships

Project Management:

- » Implement and manage a range of community regeneration to achieve successful outcomes.
- » Effectively plan projects to reduce margins for error
- » Promptly identify any quality issues to support effective resolution
- » Undertake project evaluations and identify social impact.
- » Ensure effective financial management of the project from development to completion
- » Develop and maintain proactive and effective communications to a diverse audience externally and internally.
- » Operate in a collaborative and effective manner with line management and other team members both within the Community Project Team and any wider partnership teams
- » Engage, motivate and support the wider project team to foster a culture of quality, service development and good practice.



What skills and experience do you need to apply?



- » Education to GCSE or equivalent in Maths & English
- » Experience in successful project delivery to meet identified targets
- » Experience of preparing and delivering clear written and verbal reports
- » Good IT skills
- » Experience of working with communities and partners
- » Experience in effective budget control and monitoring
- » Knowledge of community regeneration issues

- » Understanding of Health and Safety in the workplace
- » Good organisational skills
- » Effective communication skills both written and verbal
- » Ability to maintain confidentiality
- » Ability to analyse challenging problems and recommend practical solutions
- » An enthusiastic and flexible approach with a can do attitude
- » Full driving license and access to a vehicle for work purposes

It would be good, but not essential, if you also have:

- » Education and/or training qualification
- » Experience of working with children or vulnerable adults
- » Experience of preparing funding applications and working with funders
- » Knowledge of good safeguarding practice

What will we offer you...

- Competitive salary, in the range of £21,000 - £23,000 per annum
- 37 hour working week (part time or job share negotiable)
- Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours work
- Business travel expenses
- Better health at work activities
- Access to a Cycle To Work
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve



Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be sent to:

(In current circumstances, can we ask that you please return applications via email if possible)

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