



Candidate Pack

Employment Liaison Officer (Northern Directions)

**NORTH
OF TYNE
COMBINED
AUTHORITY**



www.groundwork.org.uk



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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 provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods. 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 and have lots of ways you can get involved. Many of our senior managers and executive team began their careers as volunteers or entry level project staff. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

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 an enthusiastic, self-motivated team player, who has excellent negotiation and communication skills, innovative in their delivery. The ideal candidate will be creative and flexible, and be able to develop positive relationships with Employers, Jobcentres, staff and participants, as well as being able to demonstrate experience of adapting delivery to dramatic changes and ability to manage staff and a programme using Microsoft Teams and other platforms.



You will be willing to come up with ideas and suggestions for new ways of working that will ultimately improve overall performance and service delivery, be receptive to new ideas put forward by managers and peers, and remain positive about change and organisational developments.

You will have a passion to succeed and a vocation for new ways of working that will ultimately improve overall performance and service delivery. You will demonstrate a willingness to support and help others whilst having compassion, empathy, and understanding with contacts. Treating all people with respect and dignity, dealing with them fairly.



Like us, you will love North East England and want it to thrive. You will be keen to learn and work part of a team and be enthusiastic for the work of local charities and the role of giving to benefit communities.

What difference will you make in the role?

- Working with local Employers, the role will offer one-to-one support to help Employers develop Northern Directions opportunities and progression routes.
- You will support both Employers and Participants to work together in overcoming barriers that prevent participants from sustaining employment.
- The role will secure employers to create opportunities, develop and maintain excellent working links with Jobcenter Plus and maximise job outcomes.
- Maintain and organise workload to ensure effective prioritisation and delivery of objectives. Demonstrate effective time management and ensure you get planned work completed within daily deadlines.
- You will be compassionate open and friendly with people to achieve the right outcomes, displaying inclusivity, fairness, experience and expertise to work with Employers and Participants creatively and with innovation whilst understanding their individual needs.



Who you will be working for and with?

You will report to our Northern Directions Project Manager who is responsible for the management of a team of Youth Workers, MI & Quality Officer and an Administrator.

Northern Directions is an exciting programme delivered across the 3 local authority areas of the North Tyne Combined Authority – Newcastle, Northumberland and North Tyneside, which aims to support young people aged 16-24 not in education, employment or training and experiencing barriers and complex needs move closer toward work and training opportunities.

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility - striving to make a difference to our local communities. As part of our Northern Directions/Youth, Employment & Skills team your role in supporting growth and sustainability of our business is key.

For more a comprehensive Job Description, Person Specification and application pack please visit our website:

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



What will we offer you...



- ✓ Competitive salary, of circa £25,000 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

All completed applications should be sent to: **HR.NorthEast@groundwork.org.uk**

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