

GROUNDWORK GREATER MANCHESTER



Environmental Projects and Partnerships
Administrator

Job Description &
Person Specification



SALARY

£9.50 PH

DURATION OF THE POST

6 Months

BUSINESS UNIT

Communities

LOCATION

Groundwork Greater Manchester office in Trafford

ACCOUNTABLE TO

Communities Manager

RESPONSIBLE FOR

TEAM

Communities

OVERVIEW OF THE POST

Working with the Communities team at Groundwork you will be supporting delivery across a range of different community engagement, capacity building and environmental projects involving community groups and local residents of all ages. You will be involved in supporting project organisation and delivery as well as promoting available activities. You will also be involved in collection and inputting of data and generating reports to support measurement of project impact. You will be based in Trafford but will be involved in delivering activity at various locations in Greater Manchester.

ROLE & MAIN PURPOSES OF THE POST

1. To support the provision of high quality community engagement and project management across our Sustainable Communities work programme.
2. To support the communities team and communities manager in the development, and delivery of high quality community and environmental projects, ensuring they meet the needs of both communities and partners.
3. To support the promotion and delivery of Groundwork's corporate social responsibility programme.
4. To support the planning and delivery of capacity building support and training programmes to a wide range of community groups.
5. To collect monitoring and business intelligence data, including project and financial performance and impact measures.
6. Contribute to and support the development and implementation of marketing and sales campaigns supporting the Sustainable Communities work programme.

PERSON SPECIFICATION

Good English and maths skills; Interest in community development work; Ability to communicate well with a diverse range of people; Good ICT skills with a practical experience of using MS Office and social media channels and willingness to learn and use other software packages; Good verbal and written skills and attention to detail, able to use own initiative

Basic DBS check required.

Values and ethos:

- A genuine passion for Groundwork Greater Manchester's mission and values;
- A commitment to the delivery of high quality services and value for money.
- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

Groundwork Greater Manchester - Quality & Environment Management System

Job Description and Person
Specification Template

JDPST

Version 1

Next review:
Feb 2024

Public

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ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Environmentally aware and sympathetic to the aims and ethos of Groundwork and other project partners.
- 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.
- This role may be subject to a Disclosure and Barring Service (DBS) check.

PREPARED BY:

PREPARED ON: