



GROUNDWORK UK RECRUITMENT PACK

PROGRAMMES ASSISTANT

CLOSING DATE: 11 OCTOBER 2021

Groundwork UK | Charity Registration number 291558
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www.groundwork.org.uk



Help us change places and change lives



Thank you for your interest in applying for a position at Groundwork UK. This is a challenging time for society, but a hugely rewarding time for our organisation. Groundwork's origins lie in the economic recession of the 1970s and our organisation was established as a radical experiment in bringing together public and private resources to support communities to tackle social and environmental challenges.

Over the last four decades we've learned what works to help community organisations become more resilient, to help young people face the future with confidence and to help those who are vulnerable or isolated improve their prospects and networks.

This learning has enabled us to adapt our services and programmes to support communities through the Covid-19 crisis – providing emergency grants to local organisations, helping young people stay connected and finding innovative ways to encourage people to enjoy the natural world.

The experimental approach and entrepreneurial spirit that characterised our early years needs to be at the forefront as we apply ourselves to the challenges ahead. Our aim is to support a recovery that is both green and fair, that puts communities in control of the decisions that affect them and that helps to create a society that promotes healthier and more sustainable lifestyles.

Groundwork UK sits at the heart of a wider community – managing programmes, campaigns and networks that improve the lives of tens of thousands of people each year.

We're a small team with a busy and diverse workload, which means there is huge scope to collaborate, learn and grow. We offer excellent working conditions and benefits and are committed to helping all of our employees develop their careers.

I hope you'll want to join us as we set out on the next exciting phase of our organisational journey.

A handwritten signature in black ink, appearing to read 'G Duxbury'.

Graham Duxbury, Chief Executive

ABOUT GROUNDWORK

Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

We help people to carry out thousands of diverse projects each year. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year Groundwork accessed £96 million of funding to support our mission and distributed £29 million in grants to help local groups improve their neighbourhoods.

This contributed to the following outputs and outcomes.

- ✓ More than **9,100** community organisations supported
- ✓ Learners of all ages supported to achieve nearly **6,000** qualifications
- ✓ **50,000** days of social action unlocked
- ✓ **25,750** people helped to achieve new goals in education, training or employment
- ✓ **7.4 million m²** of land improved and nearly **59,000** trees planted
- ✓ **5.9 million kg** of CO₂ and **1.4 million kg** of waste prevented

You can read more about the impact our work has [here](#).

Our strategy for 2020 – 2023 sets out our ambition to build our visibility, our reputation and our resource base so that we can be a significant, radical, national force for driving change in attitudes, behaviours, places and prospects in the local communities that need it most.

Our strategy document has been provided with this information pack.

GROUNDWORK UK

Groundwork UK is the national body of the Groundwork federation, supporting, championing and representing the work of Groundwork Trusts across the country.

This includes building national relationships with funders and policymakers, securing resources to support local delivery and acting as a managing agent for programmes and contracts delivered by Groundwork Trusts and other partners.

WORKING FOR GROUNDWORK UK

01

VALUES



Our values inform what we do and how we do it.

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.

INTEGRITY

- We are open, honest and transparent
- We are polite and professional
- We demonstrate our integrity in all our dealings with colleagues, customers and partners

QUALITY

- We monitor all our work to make continuous improvement
- We train and develop ourselves and inspire others
- We encourage and welcome feedback
- We value the opportunities for personal and career development

COLLABORATIVE

- We actively engage with colleagues to find innovative solutions to problems and tasks
- We celebrate success together
- We work closely with partners to develop joint initiatives

ENVIRONMENTALLY AWARE

- We respect the local and global environment
- We strive to minimise our own environmental impacts
- We ensure environmental impacts are considered in all our work

COMMUNITIES IN NEED

- We put communities at the centre of our planning
- We encourage staff volunteering to help communities in need
- We place vulnerable people at the heart of all our work

02

EQUALITY AND DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. We therefore strive to be an equal opportunities employer. This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics'). This is an important commitment, which all employees are expected to share.

03

SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved.

Our safer recruitment practices help us to ensure that we recruit colleagues who share our high standards and expectations. All job offers are conditional on the receipt of satisfactory references. Where appropriate, we ask our workers to complete a Disclosure and Barring Service (Criminal Records Bureau) check. We are also obliged to confirm your identity and obtain proof of your right to work in the UK. We ask all staff to undertake safeguarding training when they join us.

04

SUSTAINABILITY

Groundwork UK is committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our sustainable development policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment. The policy relates to all areas of our work and contains responsibilities for all employees.

PROGRAMMES ASSISTANT

We're looking for someone who shares our passion for helping communities in need and improving local environments to play a key role in supporting the management of delivery programmes running all across the UK. We need someone with a high level of accuracy, an eye for detail, good communication skills, and who demonstrates initiative, to provide programme management support for our busy team.

Based within Groundwork UK's Contracts team, the role will involve working with our team of programme management professionals and with practitioners across the UK, leading on data management, systems support, and compliance checking, providing support services to a range of internal and external customers. This will be a varied and challenging role, well-suited to someone who can manage competing priorities and who thrives in a busy and changeable environment.

Key functions will include leading day-to-day data management for a range of programmes, including using management information systems to maintain and analyse programme data, compliance checks to ensure that funder's evidence requirements are met, and acting as the first line of customer service support for our local delivery teams and partners across the UK.

The focus of the role will change as our portfolio develops, but initial priorities will include:

- Providing support to our **Progress** youth employment programme*, undertaking detailed compliance checks of participant files and financial evidence, managing a participant database, and providing systems support to our delivery partners
- Working with our Groundwork Trusts and the Department for Work & Pensions (DWP) to support the delivery of our **Kickstart** scheme, which provides paid employment to unemployed young people
- Overseeing data management and providing systems support for our **Green Doctor** domestic energy advice programmes

We are seeking an individual who wants to support Groundwork's cause and who demonstrates the right skills, abilities, and willingness to develop within our organisation/ sector.

Groundwork UK is committed to being an inclusive employer and offers flexible working arrangements and supportive, family friendly policies. We encourage people to think about whether they could fulfil this role working part time or in job share arrangements. The Groundwork UK team has been working from home in line with government recommendations, but is now moving to a blended model, combining remote working with work from our offices in Digbeth, Birmingham. We particularly welcome interest from people with first-hand experience of the challenges that Groundwork seeks to address.

**Progress is part of the Building Better Opportunities programme. This project is funded by the European Social Fund and The National Lottery Community Fund*



BENEFITS

- ✓ Starting salary: £24,530
- ✓ 29 days holiday entitlement
- ✓ Flexi-time arrangements
- ✓ Enhanced paid maternity leave
- ✓ 7.5% pension contribution
- ✓ Travel loan scheme
- ✓ Health cash plan through BHSF
- ✓ Salary sacrifice benefits including childcare vouchers and cycle to work scheme

RECRUITMENT PROCESS

Closing date:

Noon, Monday 11th October 2021

In order to apply for this role please send the following to recruitmentUK@groundwork.org.uk



An up-to-date CV (in MS Word format)

Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our recruitment team before shortlisting



Supporting statement

This should be a maximum of two pages of A4 setting out why you wish to apply for the position, and how your knowledge, skills, experience and values meet the requirements of the role.



Signed GDPR Statement acknowledgment

This document will be removed by our HR team prior to shortlisting*



Completed Equal Opportunities Monitoring Form

This document will be removed by our HR team prior to shortlisting*



Completed Self-Disclosure form

This document will be removed by our HR team prior to shortlisting*



A completed Referees form

This document will be removed by our HR team prior to shortlisting*. This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*Groundwork UK collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

INTERVIEWS

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews (by telephone or video call):

During the week beginning 18th October 2021.

JOB DESCRIPTION

PROGRAMMES ASSISTANT

Responsible to: Programmes Coordinator
Location: Central Birmingham (with some remote working)
Term: Permanent

JOB SUMMARY

The Programmes Assistant will support the day-to-day operational management of Groundwork UK's delivery programmes, assisting the Contracts team in ensuring the needs of funders and partners are met, and supporting practitioners to deliver high performing programmes that maximise impacts for our beneficiaries.

MAIN DUTIES

- Provide ongoing support to Groundwork Trusts and delivery partners (including systems support) and advice via telephone, email, and occasional face-to-face meetings
- Maintain and administer programme monitoring systems and support the setup of new systems as required, including accurate entry of data
- Lead and implement a programme of compliance checks, assessing the accuracy of participant data and financial evidence, following complex funding rules
- Liaise with Groundwork Trusts and delivery partners to ensure that evidence, claims for funding and monitoring information are submitted accurately and on a timely basis
- Assess potential risks and issues relating to project delivery, evidence or compliance issues, escalating them to colleagues as appropriate
- Maintain robust administration procedures, ensuring that key programme documentation is stored in an orderly and efficient manner, and support preparation and response to external audits
- Support the team with performance and financial analysis through the production of data reports, analysis, and financial claims
- Support the production of reports on programme activity as required by funders and Groundwork UK
- Contribute to the development of new processes, procedures and systems to ensure continuous improvement
- Undertake project monitoring and compliance visits to delivery partners

MISCELLANEOUS

- The role will involve travel (potentially including out of office hours) to engage with partners and key stakeholders across the UK. This may include some overnight stays.
- The postholder will be expected to fulfil all duties in adherence with Groundwork UK's values (environmentally aware, focused on communities in need, acting collaboratively,

with integrity and striving for quality) and in accordance with our sustainable development policy.

*Groundwork UK is committed to being an inclusive employer and offers flexible working arrangements, job share opportunities and supportive, family friendly policies. **Part time/Jobshare arrangements considered.***

Person Specification

Specification	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in an office environment 	✓	
<ul style="list-style-type: none"> • Experience of working with information systems and databases 		✓
<ul style="list-style-type: none"> • Experience of providing customer support/ services 		✓
<ul style="list-style-type: none"> • Knowledge and understanding of project and programme management 		✓
<ul style="list-style-type: none"> • Interest in Groundwork's mission and cause 	✓	
<ul style="list-style-type: none"> • Ability to plan and prioritise workload and deal with competing demands 	✓	
<ul style="list-style-type: none"> • Ability to work on own initiative with minimal supervision 	✓	
<ul style="list-style-type: none"> • Ability to communicate effectively at all levels both in writing and verbally 	✓	
<ul style="list-style-type: none"> • Ability to work as part of a team 	✓	
<ul style="list-style-type: none"> • Ability to deliver excellent customer service in response to conflicting demands 	✓	
<ul style="list-style-type: none"> • Computer literate, with competence in data management and manipulation 	✓	
<ul style="list-style-type: none"> • Numeracy and literacy skills 	✓	
Alignment with Groundwork UK's values: <ul style="list-style-type: none"> • Environmentally aware • Focused on communities in need • Collaborative • Show integrity • Strive for quality 	✓	
Flexibility and responsiveness to change	✓	

Equal Opportunities Monitoring Form



Please complete this form.

At Groundwork UK we want to ensure everybody has an equal opportunity, and is not treated differently or discriminated against because of their characteristics.

We need your help to develop our work to promote equality and fairness for all. We would like you to respond to the following questions so as we can ensure our services meet your needs, and there is equality of opportunity for all.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Please answer each question in turn by choosing one option only, unless otherwise indicated. If you do not wish to answer the question please choose the option “Prefer not to say” rather than leaving the question blank.

Please place an 'X' in the appropriate box/ boxes.

1. Age

16 - 18		65 – 69	
19 – 24		70 - 74	
25 – 34		75 – 79	
35 – 44		80 – 85	
45 – 54		85+	
55 – 59		Prefer Not to Say	
60 – 64			

2. Gender and Sexuality:

Which of the following best describes your gender?

Male	
Female	
I prefer to self-describe (include below)	
Prefer not to say	

Do you identify as Trans? (Trans is an umbrella term for people whose identity differs from what is typically associated with the sex they were assigned at birth. People under the Trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender).

Yes	
No	
Prefer not to say	

Which of the following do you identify as?

Bi	
Gay man	
Gay woman/ lesbian	
Heterosexual / Straight	
I prefer to self-describe (include below)	

3. Ethnicity:

Asian/Asian British - Indian		Mixed - White and Asian	
Asian/Asian British - Pakistani		Mixed - any other mixed background	

Asian/Asian British - Bangladeshi		Other Ethnic Group - Arab	
Asian/Asian British - Chinese		Other Ethnic Group - Any other ethnic group	
Asian/Asian British - Any other Asian background		White – British (English/Scottish/Welsh)	
Black/Black British - African		White - Irish	
Black/Black British - Caribbean		White - Gypsy or Irish Traveller	
Black/Black British - Any other Black background		White - Any other White background	
Mixed - White and Black Caribbean		Prefer Not To Say	
Mixed - White and Black African			

4. Disability

I consider myself to have a learning difference and/or disability, and/or limiting health condition:

Yes	
No	
Prefer not to say	

If yes, please outline the primary nature of your disability or health condition:

Visual impairment		Autism spectrum disorder	
Hearing impairment		Asperger's syndrome	
Disability affecting mobility		Temporary disability after illness (for example post viral) or accident	
Profound complex disabilities		Speech, Language and Communication Needs	
Social and emotional difficulties		Other physical disability	
Mental Health difficulties		Other Specific learning difficulty (e.g. Dyspraxia)	
Moderate learning difficulty		Other medical condition (for example epilepsy, asthma, diabetes)	
Severe learning difficulty		Other learning difficulty	
Dyslexia		Other disability	
Dyscalculia		Prefer not to say	

5. Religion

I would describe my religion as:

Buddhist		Non-religious (Atheist / Humanist)	
Christian (including Catholic, Church of England, Protestant and all other Christian denominations)		Sikh	
Hindu		Other (please describe)	
Jewish		Prefer Not to Say	
Muslim			

6. Marital Status

Co-habiting		Separated	
Divorced		Widowed	
Married / In a civil partnership		Prefer Not to Say	
Single			

7. Caring Responsibilities

Do you have caring responsibilities? (Please tick all that apply).

None		Primary carer of older person/people (65 and over)	
Primary carer of a child/children (under 18)		Secondary carer	
Primary carer of disabled child/children		Prefer not to say	
Primary carer of disabled adult (18 and over)			

General Data Protection Regulation (GDPR) Privacy statement



Our Commitment

Groundwork UK has a consistent level of data protection and security across the organisation. We are committed to the principles inherent in the Data Protection Act 2018 and the GDPR and particular to the concepts of privacy by design, the right to be forgotten, consent and a risk-based approach. We are a Data Controller this means we hold the decision on how we process your information about you.

Our contact details are as follows:

- Registered office: Lockside, 5 Scotland Street, Birmingham, B1 2RR
- Tel: 0121 236 8565
- Email: info@groundwork.org.uk
- Charity registration number 291558
- Company registration Number 1900511
- Website www.groundwork.org.uk

If you need to contact us on any data protection matter, please use the email address above.

Data protection principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

- We currently collect and process the following information:
- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Employment History, Qualifications/Skills, Right to work in UK
- Special Category data (ethnicity/age/religion/sexual orientation/health/ - delete or add to as appropriate) - this will be removed/anonymised from the recruitment making decision and only used for monitoring purposes
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
Where permitted by law, we may hold information from criminal record checks.

How is your personal information collected?

We collect personal information about our employees, workers, contractors, volunteers and clients through the application and recruitment, registration and telephone enquiry process, either directly from candidates or sometimes from a 3rd party organisation, employment agency or background check provider.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the purposes of applying for a role within our organisation
- For the purposes of monitoring equality, diversity and inclusion to ensure our employment opportunities are accessible to all

We also receive personal information indirectly, from the following sources in the following scenarios:

Applications received from 3rd party recruitment agencies

We use the information that you have given us in order to: Shortlist prospective employees for interview

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a **legitimate interest** for the purposes of running the recruitment process
- Contract – to process your Personal Data to take steps at your request, prior to entering into a potential employment contract with you.
- Legal Obligation - in some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Do we need your consent to use particularly sensitive information?

We do not need your consent if we use your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment/care law. In limited circumstances, we may approach you for your written consent to allow us to process certain special category data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Why might we share your personal information with 3rd parties?

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Data retention

Your information is securely stored on a secure, restricted access drive on our server

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting

requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. For unsuccessful applications, we will only hold information for six months. We will then dispose your information by deletion of electronic files and any hard copy information we hold about you.

What are your data protection rights?

Groundwork would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

1. **The right to access** – You have the right to request Groundwork for copies of your personal data.
2. **The right to rectification** – You have the right to request that Groundwork correct any information you believe is inaccurate. You also have the right to request Groundwork to complete the information you believe is incomplete.
3. **The right to erasure** – You have the right to request that Groundwork erase your personal data, under certain conditions.
4. **The right to restrict processing** – You have the right to request that Groundwork restrict the processing of your personal data, under certain conditions.
5. **The right to object to processing** – You have the right to object to Groundwork's processing of your personal data, under certain conditions.
6. **The right to data portability** – You have the right to request that Groundwork transfer the data that we have collected to another organization, or directly to you, under certain conditions.

Complaints to the ICO

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Declaration

Under the General Data Protection Regulation (GDPR), Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the GDPR i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.

By signing this form you are giving consent to Groundwork to use this data in the way described above.

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).

Signed.....

Date.....

Please ensure that you have read and checked this statement thoroughly prior to submission ensuring that you have followed the instructions carefully.

Referees



Please give details of two people (not relatives) that we could approach for references, **one of which should be your current or most recent employer.**

Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us.

Referees will only be contacted for successful candidates.

Name:	Name:
Job title:	Job title:
Address:	Address:
Mobile Tel No:	Mobile Tel No:
Email address:	Email address:
Capacity in which you are known to the referee:	Capacity in which you are known to the referee:

Self-Disclosure Form



This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for
- The seriousness of any offence revealed
- The age of the applicant at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned
- Whether the applicant's circumstances have changed since the offending behaviour

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal.

