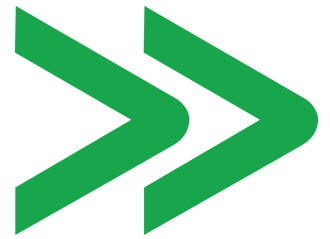


CANDIDATE PACK

Programme
Coordinator





Welcome from Chief Executive Officer

Groundwork, Changing Places Changing Lives

Groundwork is a federation of charities supporting practical action on poverty and the environment.

Groundwork was founded in the North of England at a time of political, social and economic challenge as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed.

What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings.

Groundwork exists to harness that pride and unlock that passion through services projects and programmes that change people's lives now, but also make our communities more resilient for the future.

Groundwork is an organisation that embraces change, new approaches and different ways of operating. History tells us we cannot stand still if we are going to respond to the changing needs of communities and play our part in addressing the connected challenges of unemployment, health inequalities and the climate and nature emergency.



About Groundwork NE & Cumbria

Groundwork emerged from a 1970's experiment by the Countryside Commission as a new approach to regenerating and managing neglected and derelict land in the urban fringe.

Groundwork's first North East Trust was set up in 1985 to meet the needs of communities suffering as a result of the pit closures in East Durham. Over the next twenty years other Trusts were established in West Durham, South Tyneside, Middlesbrough and then Northumberland. In 2009 following a merger Groundwork North East was created bringing together the delivery of over 350 projects per year that continue to help improve the quality of people's lives, their prospects and potential, and the places where they live, work and play.

In October 2010 Cumbria officially became part our operational area making us Groundwork NE & Cumbria.

In 2015 we celebrate the 30th year that Groundwork has been inspiring change and supporting communities in the North East & Cumbria.

We are now going through a period of further consolidation across the federation to support increased levels of collaboration.

'Building a Better Groundwork' is our federation-wide programme designed to improve the consistency, quality and impact of what we do and diversify and grow the income we need to do it.

Groundwork Trusts operating across the North West, Yorkshire and the North East are at the forefront of this change and are working ever more closely together to create a platform (Groundwork in the North) for delivering Groundwork's mission and services across the north: growing the scale of our delivery and the financial strength of our organization.

Across the whole of Groundwork in the North, we currently deliver programmes to a value of more than £20m each year and employ over 450 staff focused on helping communities and individuals find practical solutions to the challenges they face.

Within this Groundwork NE & Cumbria delivers programmes to a value of nearly £10m and employs around 180 staff.

Our Vision and Mission

- 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
- No-one is held back by their background or circumstances.
- Here at Groundwork our Team help us make our vision a reality

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate.

We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, netzero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.



Our Commitment & Values

Wherever and whatever we deliver across our federation, our approach will be informed by the following commitments:

- We will invest in the places and people that need us most – prioritising our resources to bring about lasting change by building skills and capacity within the local communities where we can make most difference.
- We will work with local leaders and listen to local voices – ensuring our work is shaped by those it is designed to benefit and adds value to the assets that exist in local areas.
- We will grow a culture of equity and inclusion – operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- We will be committed to collaboration – forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact.
- We will act as environmental exemplars – championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact.

Why Our Work Is Needed

The UK is one of the richest nations in the world yet many people in many communities face significant hardship.

Wherever and whatever we deliver across our federation, our approach will be informed by the following commitments:

- Reductions in public spending mean there is a risk of greater social inequality and greater geographic disparity, as services people rely on are cut.
- Environmental issues – from flooding to energy price rises – are impacting disproportionately on those who have least protection.
- The neighbourhood services that enhance our quality of life – from youth clubs to parks – are feeling the brunt of spending reductions.
- As our economy and welfare system change, some people in some parts of the country remain marginalised and vulnerable – unable to connect with economic opportunity.

Addressing these challenges will require new ideas and approaches to engaging communities and businesses as well as new forms of public service delivery.

Our Land & Communities Team

Our Land and Communities delivery team operate across the whole of the north east region - Tees Valley (Redcar & Cleveland, Middlesbrough, Stockton-on-Tees, Darlington and Hartlepool), County Durham, Tyne & Wear (Gateshead, Sunderland and Newcastle-upon-Tyne) and Northumberland. We are a friendly and effective team where everyone shows initiative and has a willing and flexible approach and most importantly support each other.

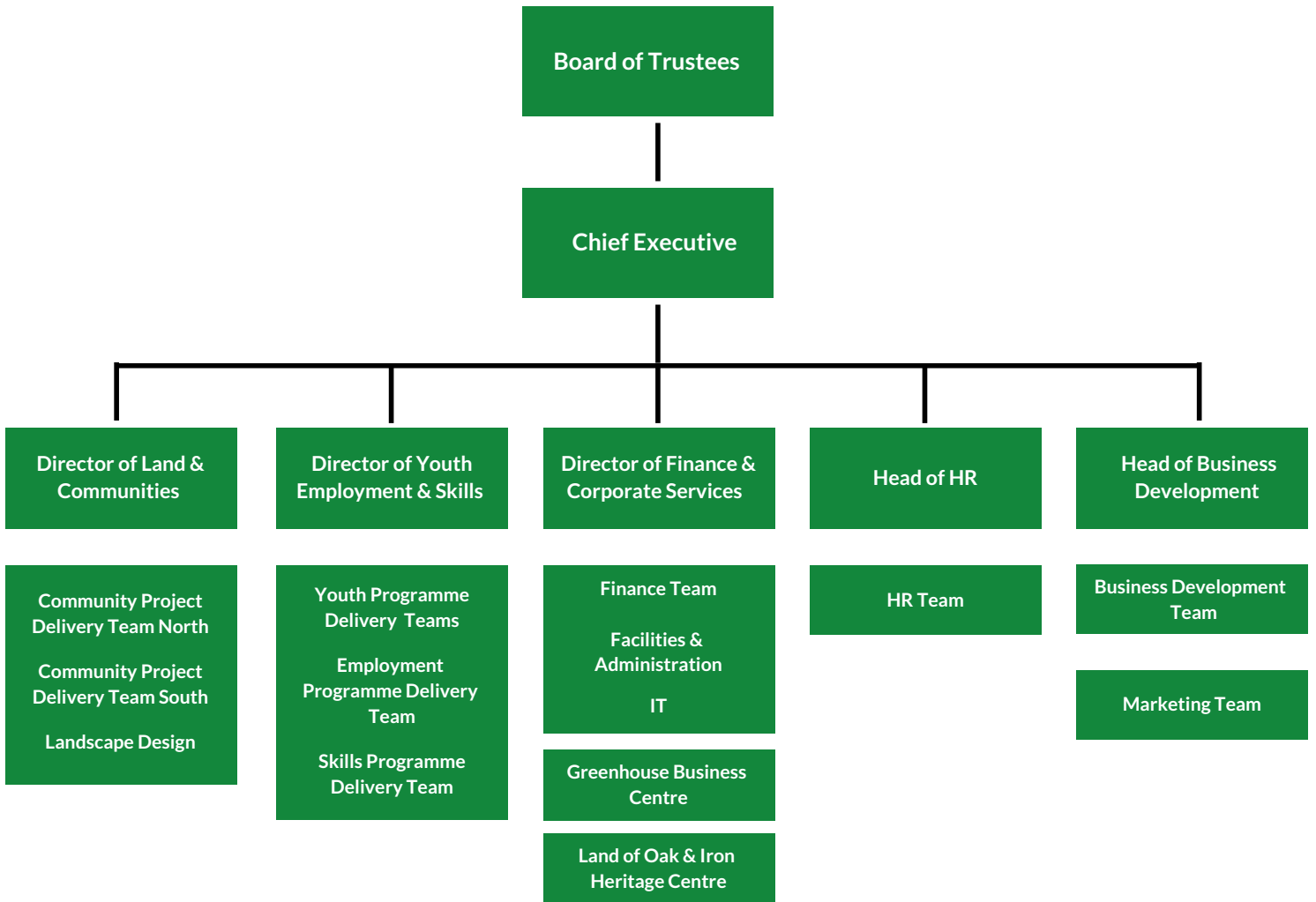
As one of four Programme Coordinators, you'll be managing and supporting a team of staff where two days are rarely the same enabling them to successfully deliver a diverse range of projects. You'll enjoy engaging with partners at a senior level and through your influence, initiative and knowledge will build effective relationships which drive the development and growth of the programme, identifying and securing 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.

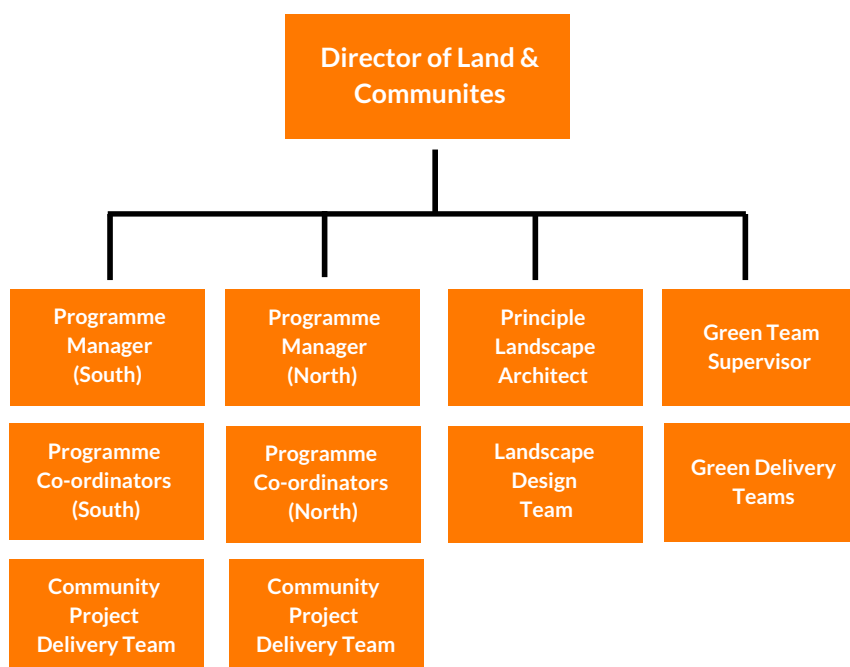
Passionate | Creative | Inclusive | Honest



Groundwork North East & Cumbria



Land & Communities Team



Job Description

Position:	Programme Coordinator - North of the Tyne
Reports to:	Programme Manager - Tees Valley
Responsible for:	Programme management and staff management of the Land & Communities programme operating area
Priority contacts:	Private, public and voluntary sector partners and funders; and other staff within the Trust
Location:	Pegswood office with some homeworking
Salary:	£30,119 - £34,597 per annum

The Role

Working as part of the Land and Communities Team, the Programme Coordinator will manage a delivery team across the North of the Tyne with specific responsibility for managing a broad range of current projects and supporting the development of the programme to benefit local communities in line with Groundwork's objectives.

The Programme Coordinator will support the Programme Manager to work alongside appropriate partners within the private, public and voluntary sectors; and other staff within the Trust to forge positive relationships to identify opportunities for programme development.

The Programme Coordinator will manage a diverse range of projects, across the North of the Tyne, which enables the Trust to achieve its strategic objectives. Operating in a diverse and dynamic environment, the Programme Coordinator will play a key role supporting the Programme Manager to deliver the Trust's Business Plan.

Key Tasks

Key Area: Programme Management

- Manage the delivery team in developing and implementing a programme of community regeneration projects which meet the business plan objectives
- Market and promote Groundwork to support ongoing achievement and programme development.
- Ensure effective management and coordination of the programme in the North of the Tyne including management of project budgets, outputs and outcomes as well as claims and monitoring in line with policies and procedures.
- Support multi-disciplinary project teams to facilitate large-scale projects, sharing knowledge, skills and experience.
- Ensure application and maintenance of quality management systems and standards throughout the programmes including project inception, monitoring and evaluation.

Key Area : Staff Management

- Line manage appropriate staff within the Land & Communities programme in the North of the Tyne
- Develop appropriate staff, within the Land & Communities programme in the North of the Tyne, into a group of high performers that meet and exceed their objectives.
- Support the wider staff team to ensure they specifically understand their roles to facilitate the achievement of business objectives.
- Recruitment and ongoing support of appropriate staff
- Management of health and safety policy and procedures to ensure staff understanding and application.

Key Area: Programme Development

- Support the development of the Land & Communities programme in the North of the Tyne.
- Support the Business Development Team to identify and assist with development of wider strategic opportunities for the Trust.
- Promote and contribute to strong collaborative working relationships across the Trust so supporting programme development.
- Network at a local level and, as appropriate, at a wider level among partners within the public, private and voluntary sectors.
- Identify and develop partnerships with partners and funders who can contribute towards the development and delivery of the Land & Communities programme.
- Maintain constructive working relationships with appropriate partners and funders.
- Actively contribute to the Trust's business planning process.

Additional Requirements

- Comply with all organisational policy, procedures and systems
- To be aware of, and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people, and adults at risk and to report any concerns in accordance with the organisations safeguarding policies.
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.



The Person

Qualifications and Experience

- Educated to degree level or equivalent standard
- Experience of managing and developing staff
- Experience of preparing and delivering written and verbal reports
- Experience of successful project management and development
- Experience of developing relationships with communities and public and private sectors.

Personal Qualities

- Experience of relationship management and good interpersonal skills
- Proven organisational skills to enable effective Project Management
- Sound communication and negotiation skills (both written and verbal) to support the achievement of the Trusts objectives and deal with people and clients at all levels
- Ability to maintain confidentiality at all levels
- Proven ability to plan resources and services to support the operational plans of the organisation
- Demonstrate an ability to lead and innovate both within Groundwork and externally with partners
- Ability to lead and work as part of a team.
- Proven ability to achieve deadlines whilst still maintaining quality.

Knowledge, Skills & Abilities

- Proven budget control and monitoring.
- Sound ICT knowledge and experience of IT packages.
- Proven knowledge of regeneration related issues both locally and regionally
- Sound knowledge of Health and Safety legislation and practices

Other Requirements

- Ability to undertake occasional work out of hours
- Full driving license with access to vehicle for work purposes
- A commitment to Equal Opportunities and Diversity in all work practices
- An appreciation and commitment to health and safety practices in the workplace.

This role is subject to an enhanced check through the Disclosure & Barring Service



What will we offer you...



- Competitive salary, in the range of £30,119 - £34,597 per annum
- 37 Hour working week
- 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 Scheme
- A commitment to equality and diversity 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



How to Apply

All you need to do is complete the application pack that is available on our website:

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

or request one by contacting our office on 01388 662 666, or by emailing HR.NorthEast@groundwork.org.uk

Closing date : 12 noon on Thursday 9th December 2021

All completed applications should be emailed to:

HR.NorthEast@groundwork.org.uk

Or by post to:

Groundwork NE & Cumbria, Unit 14 Parsons Court, Welbury Way, Aycliffe Business Park, Newton Aycliffe, Co Durham, DL5 6ZE.

Due to current circumstances our preference is for applicants to email applications where it is possible to do so.

We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

Groundwork NE & Cumbria is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

