# Recruitment Pack cover

**Trainee Grant Administrator**

**CLOSING DATE: Noon 10th December 2021**

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| **Help us change places and change lives**  **Green Arrow RGB** | Thank you for your interest in working at Groundwork UK. This is a challenging time for society, but a hugely rewarding time for our organisation.  Groundwork was established 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.  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. We’re excited about being able to offer jobs through the Kickstart initiative. Groundwork has a long history of offering young people their first opportunity to work in our sector – many of our staff started out as volunteers or trainees. We believe that young people are an asset to us as an organisation – we need your ideas, skills and perspectives to make us relevant to the communities we serve. We want Kickstart to be a genuine learning opportunity for you. It should be more than just a job – it should give you insight around potential career paths, opportunities to learn more about how to support communities and protect the environment, and of course to learn new skills.  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.    I hope you’ll want to join our team and to help us to change places and change lives    Graham Duxbury, OBE 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.

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| **Tick Black Green** | More than **9,100** community organisations supported |
| **Tick Black Green** | Learners of all ages supported to achieve nearly **6,000** qualifications |
| **Tick Black Green** | **50,000** days of social action unlocked |
| **Tick Black Green** | **25,750** people helped to achieve new goals in education, training or employment |
| **Tick Black Green** | **7.4 million m2**of land improved and nearly **59,000** trees planted |
| **Tick Black Green** | **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](https://www.groundwork.org.uk/about-groundwork/our-impact/).

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**

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| **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 join 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. |

**Trainee Grant Administrator**

We are currently recruiting to a Trainee Grant Administrator vacancy within the established Programmes & Partnerships team at Groundwork UK – Groundwork’s national office based in Birmingham.

This role has been created as part of the Department for Work & Pension’s Kickstart scheme. You must be eligible for Kickstart in order to apply. The Kickstart scheme is specifically designed for those aged between 16 and 24, who are currently claiming Universal Credit, and may be at risk of long-term unemployment.

This role will be within the Programmes team working on a range of grant administration programmes.

We are seeking someone with and interest in grant administration with good customer service skills, able to support the programmes team answering queries, through the inboxes, and by phone, carrying out assessments of funding applications, undertaking due diligence processes, supporting grant payments and monitoring. You will need to carry out your duties with a high level of accuracy, and be a team player who is quick to adapt to shifting priorities in a dynamic working environment.

Groundwork UK is committed to being an inclusive employer and offers flexible working arrangements and supportive, family friendly policies.

The Groundwork UK team is based in the central Birmingham office, in Digbeth with a blended home/office approach to work.

**BENEFITS**

* 12.5 days holiday entitlement (over the 6 month period)
* Flexi-time arrangements
* Travel loan scheme
* Health cash plan through BHSF
* Salary sacrifice benefits including childcare vouchers and cycle to work scheme
* Training on environmental sustainability and community development
* Join a peer network – meet people, learn about career paths, have fun!

**RECRUITMENT PROCESS**

**Closing date:**

**Noon, Friday 10th December 2021**

In order to apply for this role you must be eligible for the DWP Kickstart scheme. The Kickstart scheme is specifically designed for those aged between 16 and 24, who are currently claiming Universal Credit, and may be at risk of long-term unemployment.

**To apply for this role please:**

* Contact your local Jobcentre Plus … to find out whether you’re eligible to apply, quoting Kickstart JCP advert ref V0000367877
* Send your CV to [recruitmentUK@groundwork.org.uk](mailto:recruitmentUK@groundwork.org.uk). To help us to understand how your knowledge, skills, experience and values meet the requirements of the role by sharing your CV with us. Please note the equal opportunities monitoring form will be removed by our HR team prior to shortlisting\*
* Talk to us If we think your CV matches what we’re looking for, we’ll contact you to arrange an informal interview (by phone or video conference) to tell you more about the job and to help us decide whether it’s the right role for yo

\*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):

**JOB DESCRIPTION**

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| **Trainee Grant Administrator** | |
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| **Responsible to:** | Programme manager |
| **Location:** | Central Birmingham (blended home/ office working) |
| **Term:** | Permanent |
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**JOB SUMMARY**

The Grant administration trainee will be within the Programmes and Partnerships team with a specific focus on the supporting Grants programmes under management by Groundwork UK. The role will support a range of tasks across the project/grants management cycle, including managing applicant inboxes, answering telephone enquiries, assessment of funding applications, undertaking due diligence procedures, processing claims, monitoring projects, and liaising with project staff, grantees.

**MAIN DUTIES**

* Monitor and manage the delivery of grants and projects by assessing progress reports and data returns
* Assess grant funding applications using assessment frameworks
* Undertake funding compliance checks and due diligence processes, interpreting detailed funder requirements to ensure alignment with funding rules
* Act as a point of contact for external grant recipients, providing advice and guidance on application and monitoring processes, and compliance requirements
* Check claims to support financial management of Tesco programmes
* Support grant panel meetings involving representatives from partners, funders, and commissioners

**MISCELLANEOUS**

* the post holder will need to have internet connectivity and potential for home working due to current Covid-19 restrictions
* The post holder 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**

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| **Specification** | **Essential** | **Desirable** |
| * Interest in grant management administration | **Tick Black Green** |  |
| * Appreciation of the needs of third sector organisations | **Tick Black Green** |  |
| * Grant application assessment skills |  | **Tick Black Green** |
| * Experience and understanding of working with a variety of different community based charities and organisations |  | **Tick Black Green** |
| * Experience of undertaking due diligence process and procedures. |  | **Tick Black Green** |
| * Proactive communication and team-working skills | **Tick Black Green** |  |
| * Ability to plan, organise own workload and deal with competing demands | **Tick Black Green** |  |
| * Ability to work on own initiative with minimal supervision | **Tick Black Green** |  |
| * Experience of processing claims and supporting payment processes |  | **Tick Black Green** |
| * Supporting project monitoring and evaluation |  | **Tick Black Green** |
| * Operating management information systems |  | **Tick Black Green** |
| * Experience of producing accurate, high quality written reports & case studies |  |  |
| * Alignment with Groundwork UK’s values:   + Environmentally aware   + Focused on communities in need   + Collaborative   + Show integrity   + Strive for quality | **Tick Black Green** |  |
| * Flexibility and responsiveness to change | **Tick Black Green** |  |