



# Candidate Pack

## Community Project Manager (A)

[www.groundwork.org.uk](http://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 help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health. 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.

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 someone who is passionate about working with local communities across the Tees Valley and Co Durham. You will have experience of community engagement and / or development and understand how to support, inspire and empower people to make positive changes to their lives and help them to reconnect with their local environment.



In this role, two days are rarely the same and the ideal candidate would thrive on the challenge of working on a varied work programme and use their project management skills to ensure the timely and quality delivery of a range of projects. You'll enjoy partnership working and will lead and manage complex projects and key relationships to drive programme sustainability and development.



With strong interpersonal and organisational skills you'll take a lead role within our working teams. We are looking for an adaptable team player with a 'can do' personality. You will understand how you can work with, and get the best out of a, range of colleagues and partners to effectively and collectively achieve outcomes.

## What difference will you make in the role?

- You will be a vital part of a team that delivers over 50 projects each year, to achieve our organisational aims of ;
  - Creating Better Places
  - Improving People's prospects
  - Promoting Greener working and living
- Life is busy here and you will be delivering a number of different projects concurrently, often in the role of the project lead. As a more experienced member of the team, you will be responsible the financial management and successful delivery of multiple, sometimes complex projects. You'll develop a culture of continuous improvement supporting the development of skills within the wider team. You will develop and manage relationships with internal colleagues as well as necessary partners, referral agencies, funder and beneficiaries to ensure timely and quality delivery of our projects. Your excellent project management skills will help us to maintain the high quality of service that we expect.
- Through your initiative, creativity, fundraising efforts and ability to build trusted relationships with partners you will support the development and growth of the programme, helping to identify and secure 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.



# Who you will be working for and with?

You will be working as part of the Land and Communities team covering the South of our operational area, Tees Valley and County Durham.

We are a friendly and effective team where everyone is expected to show initiative and willing, be ready to be flexible and most importantly support each other. You will be managed by a Programme Manager, but at times may be working as part of or leading a wider partnership or multi-disciplinary project team.

Examples of the external partners you can expect to work with include local authority officers or elected members, community groups, health professionals and other third sector organisations.



## What will your duties and responsibilities be?

### Project Development:

- Research and contribute new and innovative ideas for community projects across a wide range of partners
- Identify opportunities and access funding for community projects which support sustainability of the Land and Communities programme
- Lead on the initiation of community projects
- Identify and proactively network with a wide range of potential partners, across sectors to develop community projects and raise the profile of Groundwork as a partner of choice
- Attend partnership meetings developing effective relationships with partners across a wide range of sectors

### Project Management:

- Implement a wide range of community & environmental projects which meet the requirements of both partners and funders to achieve successful outcomes
- Effectively plan projects to reduce margins for error
- Promptly identify any quality issues to support effective resolution
- Ensure effective financial management of the project from development to completion
- Play a lead role in multi-disciplinary teams, both internal and external
- Apply a proactive approach to problem solving by endeavouring to preempt problems and before they arise, as well as identifying effective resolutions, including the generation of ideas time to develop effective systems of working
- Ensure effective management of a portfolio of projects, ensuring appropriate delegation of work and providing support and mentoring to other project staff to achieve successful project delivery
- Operate in a collaborative and effective manner as a senior member of the Community Project Team
- Engage, motivate and support the wider project team to foster a culture of quality, service development and good practice



# What skills and experience do you need to apply?



- Good standard of education to GCSE equivalent, particularly English and Mathematics
- Experience of managing and delivering large scale projects to meet identified targets
- Experience of initiating and developing successful project proposals through to implementation
- Experience of preparing and delivering clear written and verbal reports
- Good IT skills
- Experience of developing and sustaining effective relationships with communities and partners
- Experience of managing project budgets effectively and monitoring of outputs
- Experience of sourcing funding opportunities, submitting successful funding applications and working successfully with funders
- Knowledge of community regeneration issues
- Understanding of health and safety and its application in a work environment
- Good organisational skills to enable effective project management
- Strong interpersonal and negotiation skills with ability to communicate effectively in both verbal and written form
- Ability to use initiative and apply judgement to support effective decision making
- Ability to analyse challenging problems and recommend practical solutions
- Ability to lead and influence others to achieve results
- Ability to work as part of a team
- An enthusiastic and flexible approach with a can do attitude
- Full Driving Licence and access to a vehicle for work purposes
- Prepared to undertake regular work out of normal working hours

## It would be good, but not essential, if you also have:

- Education and/or training qualification
- Experience of supervising volunteers
- Experience of working with children or vulnerable adults
- Knowledge of good safeguarding practice

## What will we offer you...

- Competitive salary, in the range of £25,978 - £28,143 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



# Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

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

**All completed applications should be sent to:**

*(In current circumstances, can we ask that you please return applications via email if possible)*

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