



GROUNDWORK UK RECRUITMENT PACK

Programmes Officer

CLOSING DATE: 12 noon Tuesday 5th September 2022

Groundwork UK | Charity Registration number 291558
Suite B2, The Walker Building, 58 Oxford St, Birmingham, B5 5NR
0121 236 8565 | info@groundwork.org.uk
www.groundwork.org.uk



Thank you for your interest in Groundwork. Our organisation has its origins in a time of social and economic crisis in the early 1980s and we continue to support communities through times of crisis today.

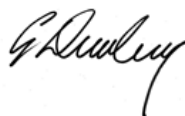
In many communities across the country we have been a point of stability helping people through – and gradually recover from – the Covid pandemic. We have helped people stay connected and active through our community hubs, supported young people to get back on their feet and into work, helped those who are isolated regain their confidence and distributed thousands of emergency grants to community organisations doing vital work in their local areas. We are now doing all we can to support families and communities struggling with rising bills – providing advice on fuel poverty, tackling ‘holiday hunger’ and helping people learn how to cook home-grown food on a tight budget.

Underlying all of this is the need to continue addressing the climate and nature emergencies. Groundwork Trusts are at the forefront of work to connect people with the environment on their doorstep, to build a more circular economy, deliver green skills and jobs and ensure our communities are more resilient in the face of extreme weather events.

Groundwork’s value rests in its approach and its people. That approach – finding joined-up solutions to social, environmental and economic issues impacting our communities – has never been more important if we’re going to play our part in addressing increased hardship and chart a ‘just transition’ to net zero. To do that we give our people the direction, resources and freedom to develop creative responses to the needs of those we exist to serve.

Groundwork UK sits at the heart of a wider Groundwork 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 continue to learn how best we can make a difference to the lives of people and to the environment on which we all depend.

A handwritten signature in black ink, appearing to read 'G Duxbury', with a stylized, cursive script.

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 Officer

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

We are seeking someone with experience of working with a variety of external funding streams, providing end to end support for applicants with excellent customer service, carrying out assessments of funding applications, undertaking due diligence processes, making grant payments and monitoring. You will 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. We encourage people to think about whether they could fulfil this role working part time or in job share arrangements.

Benefits

- Starting salary £29,313
- 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: 12 noon Tuesday 5th September 2022

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



An up-to-date CV

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.

During the week beginning 12th September 2022





JOB DESCRIPTION

Programmes Officer

Responsible to: Programmes Co-ordinator
Location: Central Birmingham (blended home/ office)
Term: Permanent

JOB SUMMARY

The Programmes Officer plays a key role in the management of grant and delivery programmes managed by Groundwork UK. They have responsibility for a range of tasks across the project/ grants management cycle, including assessment of funding applications, undertaking due diligence procedures, processing and managing claims, making payments, monitoring projects, analysing programme data, and liaising with project staff, grantees, and funders.

MAIN DUTIES

- Assess grant-funding applications using assessment frameworks.
- Monitor and manage the delivery of grants and projects by assessing progress reports and data returns
- Monitor Local delivery by Groundwork Trusts or other local delivery organisations.
- Use a range of management information systems and databases to support the effective management of grants and programmes
- Data management, manipulation and analysis to produce accurate data reports to funders and to undertake detailed data analysis to programme, performance and quality management
- 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 and project delivery staff, providing advice and guidance on application and monitoring processes, and compliance requirements
- Liaise with Groundwork UK's funders and commissioners to provide accurate, relevant information, delivering a high level of customer service



- Contribute to the development of guidance to help ensure project delivery/ grant usage meets all requirements
- Develop and review programme and grant management processes to maximise efficiency, results, and levels of customer service
- Check and process claims to support financial management of programmes and contracts.
- Produce accurate, high quality written reports for Managers, Trustees, and funders
- Support the management of external programme evaluation and act as the first point of contact for those involved in evaluations and impact assessment
- Organise and participate in grant panel meetings involving representatives from representatives from partners, funders, and commissioners
- Organise and participate in briefings for delivery staff and grantees, to support understanding of grant programme and contract requirements

MISCELLANEOUS

- The post holder will need to have internet connectivity and potential for home working.
- 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 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

| specification | Essential | Desirable |
|---|-----------|-----------|
| • Experience & understanding of grant management processes | ✓ | |
| • Appreciation of the needs of third sector organisations | ✓ | |
| • Grant application assessment skills | ✓ | |
| • Experience and understanding of working with a variety of different community based charities and organisations | | ✓ |
| • Experience of undertaking due diligence process and procedures. | ✓ | |
| • Proactive communication and team-working skills | ✓ | |
| • Ability to plan, organise own workload and deal with competing demands | ✓ | |
| • Ability to work on own initiative with minimal supervision | ✓ | |
| • Experience of processing claims and making payments | ✓ | |
| • Experience of supporting the management of intricate projects and programmes | | ✓ |
| • Supporting project monitoring and evaluation | | ✓ |
| • Operating management information systems | ✓ | |
| • Experience of producing accurate, high quality written reports & case studies | ✓ | |
| • 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 | ✓ | |



| | | |
|--|--|--|
| <ul style="list-style-type: none">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.



4. 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 | | Secondary carer | |



| | | | |
|--|--|--------------------------|--|
| 18) | | | |
| 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:

- Groundwork UK, Suite B2, The Walker Building, 58 Oxford Street, Birmingham, B5 5NR
- 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: |



| | |
|---|---|
| <p>Capacity in which you are known to the referee:</p> | <p>Capacity in which you are known to the referee:</p> |
|---|---|



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.



DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Groundwork UK

Signed: _____

Date: _____