



# GROUNDWORK GREATER MANCHESTER

## >> RECRUITMENT PACK 2023

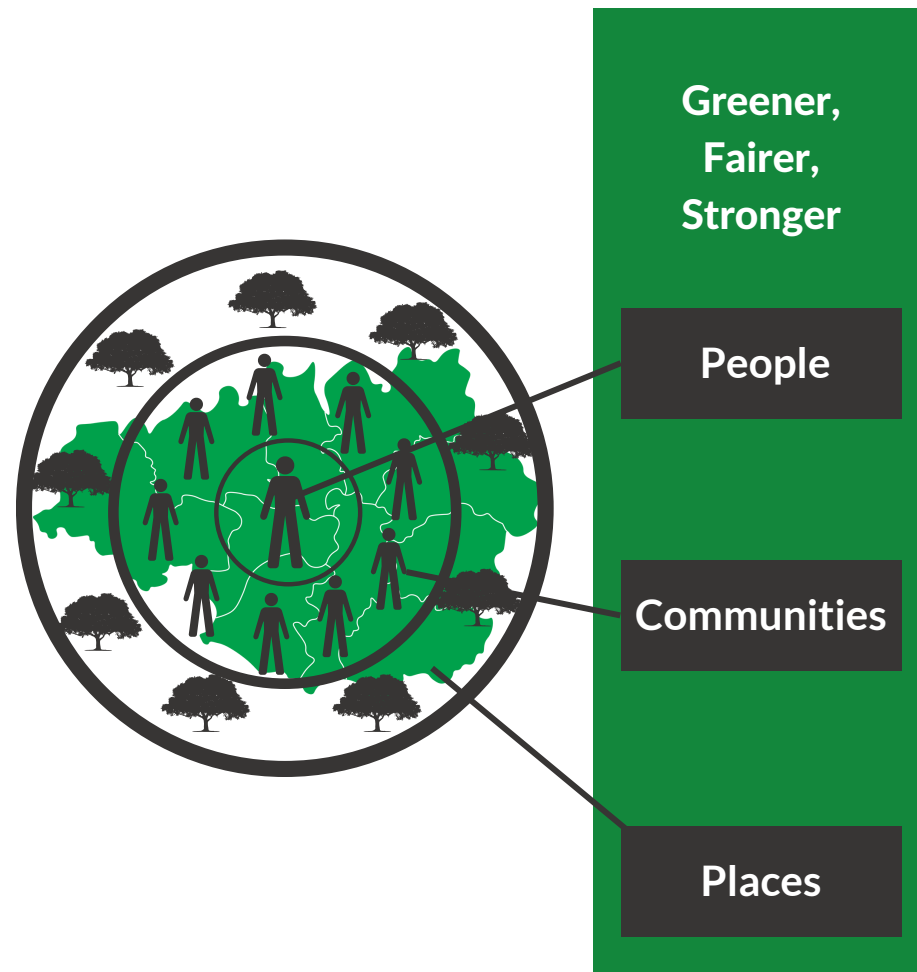
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  GroundworkGM



# INTRODUCTION - OUR VISION FOR GREATER MANCHESTER:

A greener, fairer & stronger future for all people, communities and places in Greater Manchester



Working in partnership with the public sector, businesses, and third sector we will deliver funded programmes and a range of high-quality services including:

- Community engagement, involvement & development
- Youth coaching & mentoring
- Skills & training for employment
- Domestic energy advice
- Landscape design & build
- Sustainable business support

We will focus on those that need support the most and harness the strengths of Greater Manchester's people, places and communities in order to mobilise practical action that delivers environmental and social justice.

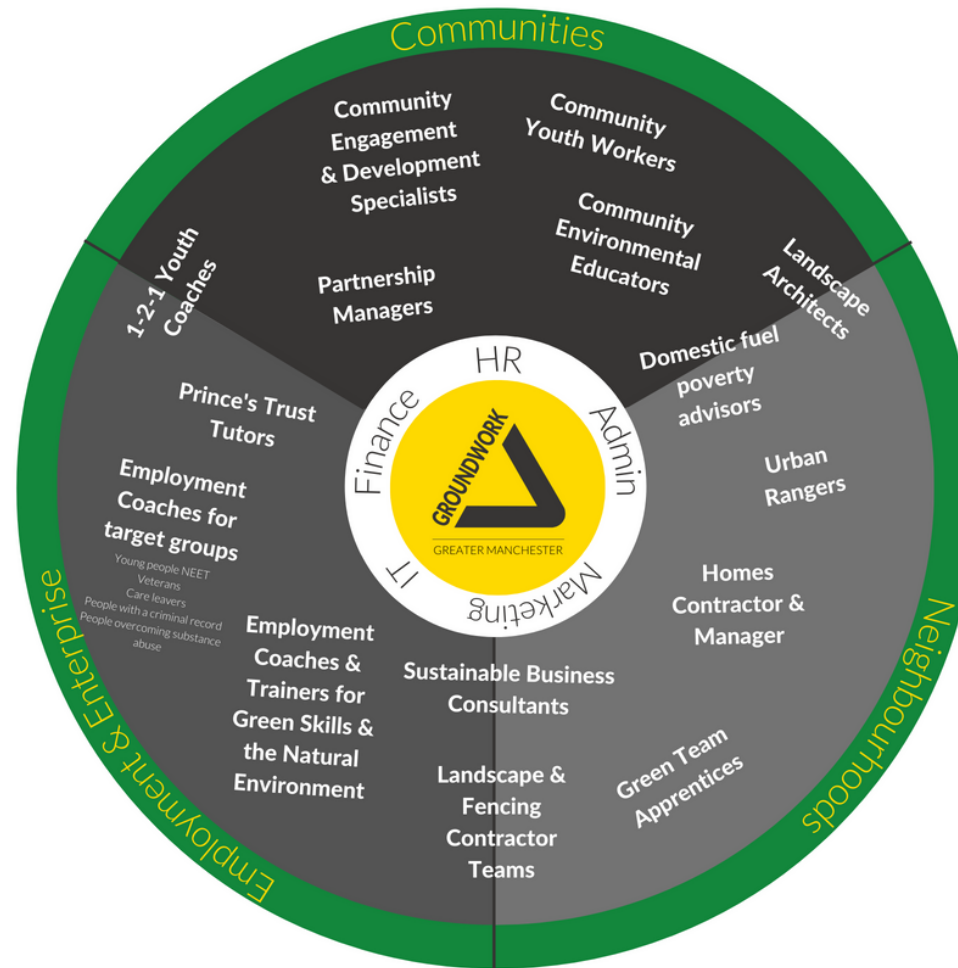
We are **caring,**  
**collaborative**  
and **bold** in everything we do.

We **champion social justice**  
and are committed to  
**environmental responsibility**  
in the decisions and actions we take.

# > OUR PEOPLE AND SERVICES

Last updated June 2022

## GROUNDWORK GREATER MANCHESTER



# > WHY WORK FOR US

We know our **people** are our greatest **asset**.

We want you to choose us as much as we want to choose you.



## VALUES DRIVEN CULTURE

It's our mission to Change Places and Change Lives for the better. Your role, whether working directly in the community or in a supporting capacity, makes a real difference to individuals and communities in Greater Manchester. 92% of staff feel committed to our objectives.



## WELCOMING ENVIRONMENT

We pride ourselves on creating a welcoming work environment and ensure colleagues stay connected through initiatives such as low carbon lunches and volunteering days. Our Senior Leadership Team make time for all employees and celebrate diversity with support from our Equality, Diversity & Inclusion committee.



## FLEXIBLE WORK OPTIONS

Where the role allows, we operate a flexi time system which allows employees flexibility in their hours of work. Our flexible workplace arrangements means you can work from any of our three office locations; Trafford Park, Rochdale and Ashton-under-Lyne, as well as opportunities to work from home.



## HEALTH & WELLBEING

We want to ensure that working for us is a positive experience because our supportive and responsive well-being culture. We have two mental health first aiders in 2023 and plan to train up more. Our office at Trafford Ecology Park is the perfect location for a lunchtime walk or run and we are working to develop the outdoor space at our Ashton office so that it too is a nice place to unwind during the working day. We allow all staff up to two days' leave every year for formal volunteering plus every year we provide opportunities for groups of staff to volunteer at our nature sites or with our partners.

*91% of our staff say that Groundwork GM is a **great place to work***

*"Intentions are important and GW have very sincere ones, along with **integrity and authenticity**."*

*"I have found my manager to be the best I have ever worked for in the areas of **support, understanding, communication**. I am at the latter end of my working career and this is the **best place I have ever worked**."*



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## LENGTH OF SERVICE

We value the loyalty of our employees and reward up to 6 additional holidays with length of service. This means that full time employees receive between 25 and 31 days holiday per year, plus bank and public holidays.



## A SUPPORTIVE WORK CULTURE

We are proud that our management culture and team working environment is consistently recognised by our staff as outstanding. 97% of staff say their relationship with their manager is positive. All staff have regular Personal Development Reviews and one to ones and access to in-house and external training. We support professional CPD and regularly meet to share knowledge and best practice through team meetings and our informal Learning Lunch programme.



## ACCESS TO EMPLOYEE ASSISTANCE PROGRAMME

Our employees, and members of their immediate family living at the same address, have access to Bupa's confidential telephone service offering free counselling and advice on a range of personal and family matters.



## SUSTAINABLE TRAVEL

We are part of the Ride2Work scheme, allowing employees to save money on a bike by paying lower contributions on their earnings. There are shower facilities and cycle parking at our Trafford and Ashton offices. We pay a cycling business mileage rate for staff who travel by bike for work, but if cycling isn't for you don't worry, all of our offices are accessible by public transport.



## REAL LIVING WAGE

We are a Real Living Wage accredited employer, which means that we believe that everyone deserves to be paid a wage that meets everyday needs. The Real Living Wage is an independently-calculated hourly rate of pay based on the cost of living.

*“I've found that colleagues go above and beyond to help and support each other - even when they're doing a completely different job, if you need help **someone will help you**”*



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## EQUALITY, DIVERSITY & INCLUSION

Our vision is to provide an environment and culture that is truly inclusive and celebrated, where staff and beneficiaries have a sense of belonging, feel valued for who they are, what they believe in and are continually supported to be the best they can be. In practice, this means embedding an inclusive and equitable culture by considering the role played by senior leaders, the diversity of our staff and participants and how we engage them in the decisions we make.



## SAFEGUARDING

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.



## DISABILITY CONFIDENT

We are a Disability Confident employer. We welcome applications from people with disabilities and are committed to accessible recruitment practices. We offer a guaranteed interview to candidates who meet the essential criteria for the post. We provide appropriate support to employees with disabilities and those with long-term health conditions so that they can flourish and progress at work.



## FAMILY FRIENDLY

We recognise the challenges faced by working carers and have a dedicated working carers lead within the organisation, to promote best practice in this area. We consider working carers as a protected group within our EDI practices and so they are protected against discrimination or harassment because of their caring responsibilities. We offer paid time off work for emergency care for dependents and enhanced maternity, paternity and adoption leave.



*“My manager is incredibly **supportive** and **empowering**”*

*“I am very happy working for Groundwork GM. I like the culture here and feel **proud** to be an employee.”*

# > OUR IMPACT 2022/23

