



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

PROJECT ADMINISTRATOR

CLOSING DATE: 29th November 2024

Groundwork Cheshire, Lancashire and Merseyside

Charity Registration number 514727

74-80 Hallgate, Wigan, WN1 1HP

www.groundwork.org.uk

T: 01942 821 444 | E: recruitment@groundwork.org.uk



Are you ready to be part of something extraordinary?

At Groundwork, we're not just a charity – we're a movement for positive change, and we are delighted that you are interested in joining us.

Groundwork was created in the early 1980s, during a time of social and economic crisis. The world may have changed a great deal since then, but our purpose and our work has never been more relevant, as we continue to provide a beacon of hope during times of uncertainty.

Making a difference isn't just our goal, it's very the reason we exist. Imagine helping people who have become isolated to regain their confidence and get into jobs and training, or supporting families struggling with rising bills, or empowering communities to tackle climate change head-on. That's what we do at Groundwork. We are changing places and changing lives – every day.

But we can't do it alone. We need passionate individuals who share our values and our commitment to positive change. We are committed to diversity and we also believe that people with lived experience of the challenges facing the communities we serve are part of the solution. So, whether you're just starting out in your career, or looking to take your next step, we want to hear from you.

Join our growing team, where collaboration, learning, and personal growth are not just encouraged – they're celebrated. With excellent working conditions and an inclusive and supportive environment, Groundwork is more than a job; it's a journey of development, discovery and impact.

I hope this insight into Groundwork makes you excited about the opportunity to work with us and becoming part of something truly special.

A handwritten signature in black ink, reading "A. J. Darron".

Andrew Darron, Executive Director



ABOUT GROUNDWORK CHESHIRE, LANCASHIRE AND MERSEYSIDE



Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

Groundwork Cheshire, Lancashire and Merseyside is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 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, this contributed to the following outputs and outcomes.

- ✓ **More than 1900 community organisations and businesses supported**
- ✓ **Over 3,700 young people supported to learn and achieve**
- ✓ **Around 800 volunteers engaged**
- ✓ **Over 110,000 m2 of land either improved or managed and over 1500 trees planted**
- ✓ **Over 250,000 benefitting from public spaces we've improved**
- ✓ **1,600 people helped to reduce domestic energy use, water use & waste sent to landfill**



WHAT IS IMPORTANT TO US



VALUES

Our values inform what we do and how we do it.

We are environmentally aware and focused on communities in need.

We are knowledgeable, compassionate and work with integrity.

We provide leadership, are professional in our performance and driven to make a positive impact.

PROFESSIONAL

We are professional in our performance.

- hard working, efficient & effective
- ensuring all of our resources are used to maximise the impact of our work.

LEADERSHIP

We provide leadership and positive energy focused on helping communities to develop solutions.

INTEGRITY

We demonstrate the highest levels of integrity within our work.

- striving to build genuine partnerships that are committed to places for the long term.

MAKING AN IMPACT

We are driven to make a difference to our communities.

- we effect genuine change and we can demonstrate the impact of our work

COMPASSION

We take a person-centred approach that delivers compassionate support to those members of our community in need of our help.

KNOWLEDGE

We are knowledgeable in our field of expertise and use our creativity to develop new and innovative approaches to tackling difficult community problems.



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. 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').



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. Safeguarding is embedded in our organisational culture.

We ask all staff to undertake safeguarding training when they join us.



SUSTAINABILITY

We are committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our environmental 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.

Project Administrator

£16,309* (£23,648 Full Time Equivalent)

*Based on 25 hours per week



@TheGrange is a busy community hub on Grange Park in Blackpool. The project has been managed by Groundwork since 2017 and aims to engage local residents in a range of activities on site.

Within the building there is a shop, pharmacy, library, café, laundrette, office spaces and outside a community farm. Groundwork coordinate a range of social activities, wellbeing projects and events throughout the year to bring together people from the community.

The site is recognised nationally as an example of best practice when creating a thriving community hub.

For more information about Groundwork and the project please see:
<https://www.groundwork.org.uk/clm/about-groundwork-clm/groundwork-clm-current-projects/at-the-grange-new/>

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays
- > Flexible working arrangements, depending on the needs of the role
- > Enhanced employer pension contribution (6%) increasing further with length of service
- > Cycle to Work salary sacrifice scheme
- > Employee Assistance Programme
- > Death in Service Benefit





JOB DESCRIPTION

Project Administrator

Salary:	£16,309 per year (based on 25 hours per week)
Hours of work:	Part Time (up to 25 hours per week)
Pattern of work:	Flexible hours available and can be discussed at interview. Hours preferably over 5 days (Monday to Friday) with flexible start and finish times. Job share would be considered for those unable to cover the required hours.
Based:	@TheGrange, Bathurst Avenue, Blackpool, FY3 7RW
Term:	Permanent
Responsible to:	Community Development Manager
Responsible for:	N/A

SCOPE OF THE ROLE:

The primary role of the Administrator is to provide efficient and effective administration support to our team in a busy and vibrant community setting.

The Administrator will be the first point of call for enquiries @TheGrange and will lead on the administrative management of the building including room bookings. The Administrator may also at times be asked to support with some of the delivery activity @TheGrange in order to further develop relationships with local people. This would include supporting existing community groups operating from the centre as well as our annual programme of school holiday family support.

This role requires a clear DBS check

MAIN DUTIES



Project Administration

- Welcoming people and responding to public enquiries including answering incoming calls and coordinating responses with the right member of the team.
- Managing the @TheGrange email account and coordinating responses directly or via the team.
- Managing the electronic and paper room booking system for external room hire.
- Confirming room bookings and catering requirements and liaising with the Community Development Manager regarding financial forecasting.
- Record and report on key output targets according to Groundwork's Programme Performance Measures and other core metrics.
- Updating the site information screen daily.
- Order stationary as required.
- Complete First Aid Box(s) checks.
- Keeping notice boards updated with current events and activities.
- Opening up the building on a selected day(s) of the week.
- Assist with administrative tasks, mail shots, photocopying, laminating, filing systems, archiving etc.



> **Project Finances**

- Administer petty cash for both @TheGrange and the Café completing reconciliation documentation and replenishing as necessary with the finance department.
- Weekly reconciliation of Café takings including cash and card payments.
- Co-ordinate purchase orders, sales order and goods receipting through the PIMs system
- Set up and maintain supplier/service providers details and obtain all relevant financial documentation for processing payments
- Financial monitoring and forecasting for income generated from external room hire.

> **Other:**

- Maintain a tidy and welcome environment.
- Any other duties as specified by the Community Development Manager.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.



Person Specification

(requirements of the job holder)

Assessment Method Key -

A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E)	Desirable (D)	Assessment Method
Experience			
Previous experience within an administration role	✓		A
Working knowledge of Microsoft Office in particular Word and Excel	✓		A
Previous experience of cash handling responsibilities	✓		A
Previous experience of using iZettle or another online cash system.		✓	I
Knowledge			
Knowledge of the challenges faced by local people and barriers they may have preventing participation in community activity	✓		A / I
An excellent understanding of Data Protection and handling personal data in the office and on site.	✓		I
Knowledge of the local area and partner organisations we may be able to work alongside		✓	I

	Essential (E)	Desirable (D)	Assessment Method
Skills and Abilities			
Able to cope well under pressure	✓		A / I
Excellent communication and organisational skills.	✓		A / I
Ability to communicate with people at different levels within the organisation and externally.	✓		A / I
Be extremely organised and able to deal with busy periods within the office.	✓		A
Ability to use own initiative.	✓		A / I
Ability to deliver accurately to instruction given.	✓		A
Possess good computer skills	✓		A
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	✓		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	✓		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.		✓	A
Willingness to attend departmental/trust meetings/training events as and when required.	✓		A
Access to own transport in the course of your duties.		✓	A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any specific requirements or reasonable adjustments.

Groundwork Cheshire, Lancashire and Merseyside strive to have a diverse and inclusive workforce that is representative of the communities we serve. 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.

As a Disability Committed employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

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






RECRUITMENT PROCESS

CLOSING DATE: Friday 29th November

To apply for this position, please complete the application form available on our website which can be found here:

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

Please return the following before the closing date:

-  **Completed Application Form**
Demonstrating how your knowledge, skills, experience and values meet the requirements of the role in line with the person specification.
Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our HR team before shortlisting
-  **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 Declaration of Convictions Form**
This document will be removed by our HR team prior to shortlisting*
-  **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 Cheshire, Lancashire and Merseyside 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

You will be contacted shortly after the closing date with an update on the status of your application.

Interviews will take place on 5th December.

>> How to apply

Interested?

To apply for this position, please complete the application pack available on our website, located here:

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

Please return your application before the closing date via email to:

Email: recruitment@groundwork.org.uk

Alternatively, applications can be sent via post to:

Post: Recruitment Team

74 - 80 Hallgate

Wigan

WN1 1HP

Tel: 01942 821 444

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