**Groundwork Recruitment Pack**

* **GREEN DOCTOR TRAINEE**

CLOSING DATE: Noon on Friday 21st February 2025

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| **Groundwork Cheshire Lancashire & Merseyside** Charity Registration number 514727  Registered Office: 74-80 Hallgate, Wigan, WN1 1HP. | Investors In People • Make Work Better | Workplace Accreditations  committed_small |
| 01942 821 444 | [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk)  www.groundwork.org.uk |

**ABOUT GREEN DOCTOR**

Thank you for your interest in becoming a Green Doctor Trainee.

Groundwork’s Green Doctors help UK residents stay warm, stay well, and save money on household bills. We offer free, impartial advice to help people take control of their bills, save energy in the home, and access other services and initiatives available. We work with public and private partners to ensure support reaches those who need it most in local communities.

With support from the Cadent Foundation, Groundwork has established the **Green Doctor Academy,** in order to attract diverse talent to take on Green Doctor roles, and to provide paid work placements, training and qualifications for people who are new to the sector. We are now recruiting our Green Doctor Trainees to take part in a paid, 12-month work placement via the Academy. The work placement is designed to provide the training, skills and experience needed to deliver energy efficiency advice and to support people who need it most in your local community. This is one of up to 10 placements that will be created across England to encourage diverse talent in the environment sector. No experience is necessary – just an appetite to learn, a motivation to help others, and an interest in pursuing a career in this field.

**We’re particularly interested in receiving applications from people who are from ethnically diverse backgrounds, who are living with a disability, are from low-income households, or are not currently in employment.**

You will receive a good wage from a placement that helps the environment and provides support to people who really need it. The placement will provide all the skills, qualifications and experience you need to start your career in the energy sector. There’ll also be opportunities to learn about potential careers in the environment sector and to connect with the other people working in Green Doctor roles across the country.

This is a unique opportunity to try something new and to take a first step on a career path where you can make a real difference. The environment sector needs you!

Find out more about Green Doctors on our [website](https://www.groundwork.org.uk/greendoctor/).

See the difference Green Doctors makes [here.](https://www.youtube.com/watch?v=kf4nAKXuwTc)

Read what is like to be a Green Doctor [here.](https://www.groundwork.org.uk/helping-people-and-planet/)

**ABOUT GROUNDWORK CHESHIRE LANCASHIRE & MERSEYSIDE**

Groundwork CLM is both a charitable trust and a social enterprise that has been working to build more sustainable communities since 1985. We do this by helping people and organisations to create better neighbourhoods, to build their skills and job prospects, and to live and work in a greener way.

**Our values**

Our vision is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environmental and where individual and enterprises prosper. We aim to:

* Improve people’s prospects by increasing the confidence, skills, well-being and employability of those furthest removed from, in particular young people.
* Create better places by helping people work together to make their surroundings greener, safer and healthier and get involved in the way decisions are made.
* Promote greener living and working by helping people learn more about their environmental impact and act responsibly to reduce natural resource use.

**Benefits of working with us**

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| **Tick Black Green** | Flexible working |
| **Tick Black Green** | Annual Holidays of up to 25 days + Public Holidays (pro rata for part time staff) |
| **Tick Black Green** | Aviva Auto Enrolment Pension Scheme (subject to eligibility criteria) |
| **Tick Black Green** | Car Mileage Allowance |
| **Tick Black Green** | Training and support provided by the Trust and formal training |
| **Tick Black Green** | Employee Assistance Programme |

**RECRUITMENT PROCESS**

**APPLICATION**

You can apply for this placement via the following link: [**Application Form**](https://www.groundwork.org.uk/wp-content/uploads/2025/01/4.-Green-Doctor-Trainee-Application-Form-v2.docx).

If you would prefer to complete your application in MS Word or via an alternative format, or if you have any questions about the application process, please contact: [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk)

We are a disability-committed employer and encourage applicants with disabilities to alert us alongside their application, to enable us to guarantee interviews for all disabled candidates who meet the person specification. We will also discuss any interview or workplace adjustment with you.

**INTERVIEWS**

We will contact you to let you know whether you have been shortlisted for an interview.

We expect to conduct interviews the week beginning 3rd March 2025. Depending on the number of applicant’s these may be completed either in person or via Microsoft Teams.

Interviews last approximately an hour and we aim for an informal format.

If you have any questions about the interview process, please contact: [recruitment.clm@groundwork.org.uk](mailto:recruitment.clm@groundwork.org.uk)

**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. This role will require 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.

**ROLE DESCRIPTION**

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| **Placement title:** | Green Doctor Trainee |
| **Organisation:** | Groundwork Cheshire Lancashire & Merseyside |
| **Contract type:** | 12 Months, Fixed term |
| **Number of hours per week:** | 36.25 hours per week. |
| **Working pattern:** | Monday – Friday |
| **Hourly rate of pay** | £12.60 / per hour |
| **Responsible to:** | Senior Green Doctor |
| **Location:** | Head Office: 74-80 Hallgate, Wigan, WN1 1HP |
| **Anticipated Start Date:** | Monday 7th April 2025 |
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The Green Doctor Trainee will work alongside our experienced Green Doctors (Groundwork community workers with specialisms in providing energy advice) to help residents with their energy bills and well-being in their homes. This includes delivering telephone advice, assisting with home visits, fitting small energy-saving measures, and taking part in promotional activities to spread the word about our service. You will learn how to use equipment and tools, gather and record data accurately, and ultimately provide high-quality advice to help people who are most in need.

We are seeking an individual who is motivated to develop a career in the energy advice sector, and who is committed to supporting vulnerable people to act more sustainably, to stay warm and well in their homes, and to reduce their household bills.

The ideal candidate would be approachable, professional and motivated to learn. We’ll help you to gain the technical qualifications, skills, knowledge and experience needed, provided you commit to a structured programme of learning alongside other Trainees. The role will involve working in communities and supporting vulnerable people in their homes, so interpersonal skills and a commitment to working safely and responsibly will be critical.

As part of a small team, communication and team-working skills will be essential, as well a willingness to travel to support customers within an agreed geographical area.

**PERSON SPECIFICATION**

We encourage applications from people who can demonstrate:

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| Tick Black Green | Motivation and a willingness to learn |
| Tick Black Green | Interest in local and global environmental issues |
| Tick Black Green | Ability to relate to people from diverse backgrounds |
| Tick Black Green | Confidence when dealing with customers face-to-face and on the phone |
| Tick Black Green | Ability to use own initiative and work as part of a small team |
| Tick Black Green | Time management and organisational skills |
| Tick Black Green | A good understanding of IT (Word/Excel/PowerPoint/Zoom) |
| Tick Black Green | Confident in English and Maths |
| Tick Black Green | Compliance with appropriate background checks |

**\***A driving licence and vehicle insured for business use or alternative suitable means to travel effectively across the borough is essential due to the nature of the role and geography of the area

For an entry-level role, the person specification is for guidance, so if you meet the majority of the criteria and/or have transferable skills or experience you think will help you in the role, then please continue with your application.

**GREEN DOCTOR ACADEMY**

This placement is part of a national Green Doctor Trainee scheme funded by the Cadent Foundation. Trainees will take part in the Green Doctor Academy: a program of training, learning and support. This will include a period of training, support, and observing colleagues before you take responsibility for your own Green Doctor caseload.

The Green Doctor Academy, provided by Groundwork Manchester, will include a 2-day induction for trainees to understand the role and explore key issues of fuel poverty, energy-saving awareness, climate education and property retrofit.

This is followed by a mixture of face-to-face and online training and opportunities to gain qualifications such as:

* L3 City and Guilds Energy Awareness
* Carbon Literacy Certificate
* QNUK Level 2 Health and Safety at Work
* QNUK Level 2 Award in Principles of Manual handling at Work
* QNUK Level 2 Safe Use of Ladders and Stepladders (3 GLH)
* Asbestos Awareness (online module) –Asbestos Awareness - UKATA
* Safeguarding and working with vulnerable residents

To give you an idea of the kind of learning involved in the Green Doctor Academy, Level 2 qualifications equate to a GCSE standard pass (Intermediate GNVQ or BTEC first certificate) and will help you build knowledge in the area. Level 3 covers more complex work and will help you develop your supervisory skills – this equates to

BTEC National Certificate or Vocational A-Level / A-level.

In addition, Groundwork Cheshire Lancashire & Merseyside will provide a full induction to our organisation and how Green Doctor works across our region. Training and support for trainees will include:

* Line manager support to map and review the goals of your placement
* Informal buddy system during onboarding
* Flexible working arrangements depending on the needs of the role.

**Thank you for your interest in applying for a position at Groundwork. We look forward to receiving your application.**