



# GROUNDWORK SOUTH AND NORTH TYNESIDE RECRUITMENT PACK

## Green Community Hubs Facilitator

Groundwork South and North Tyneside

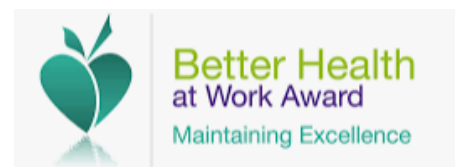
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# The Groundwork Approach



The Groundwork movement began 40 years ago at a time of political, social and economic challenge, as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed than now. What drives us is the recognition that in every community - however disadvantaged - there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings. Groundwork South and North Tyneside exists to harness that pride and unlock that passion through services, projects and programmes that change people's lives now but also make our communities across our region more resilient for the future.

We know that many people face multiple challenges - living in isolation or with significant health issues in communities with few facilities and limited employment prospects. We work with partners to address these challenges in three ways: we create better places, we improve people's prospects, and we promote greener choices.

Wherever and however we deliver, our approach will always be informed by our commitments:

- > **We will invest in the places and people that need us most**  
Prioritising our resources to bring about lasting change by building skills and capacity within local communities where we can make most difference.
- > **We will grow a culture of equity and inclusion**  
Operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- > **We will be committed to collaboration**  
Forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact
- > **We will act as environmental exemplars**  
Championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact





# Why our Work is Needed

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate. We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, net-zero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.

The UK is one of the richest nations in the world, yet many people in many communities face significant hardship

- > Continued reductions in public spending means there is a risk of greater social inequality and greater geographic disparity as services people rely on, are cut
- > The neighbourhood services that enhance our quality of life - from youth clubs to parks - have felt the brunt of spending reductions
- > As our economy and welfare system change, some people feel marginalised and vulnerable
- > Environmental impacts - from flooding to energy price rises - impact disproportionately on those who have least protection
- > Addressing these challenges requires new ideas and approaches, engaging communities and businesses and shaping new ways of delivering public services

- ✓ 89% of community groups say their work is needed more than ever, but more than half say it got harder for them to operate in the last ten years
- ✓ 75% of people say they feel unable to influence decisions about what happens in their local area
- ✓ Nearly half of young people say they feel they don't belong to their neighbourhood
- ✓ 2.69 million people do not live within a ten minute walk of a green space. Those who are at greatest risk of poor physical and mental health, are more likely to miss out on the benefits of green space
- ✓ Around half a million young people were 'economically inactive' - not in learning or employment and not looking for work
- ✓ One in ten households in England is experiencing fuel poverty, rising to almost one in five for ethnic minority households
- ✓ 76% of adults say they are concerned about climate change
- ✓ 40% of young people admit to feeling 'overwhelmed' by the climate change
- ✓ 90% of SMEs said being sustainable was important for their business but more than half said they were finding it difficult to take action



# Working for Groundwork South and North Tyneside



## VALUES

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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.



## EQUALITY & DIVERSITY

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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.



## SAFEGUARDING

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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.



## SUSTAINABILITY

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Our federation strategy commits us to being environmental exemplars, which means embedding the principles of sustainable development in what we deliver and the way we work. Sustainable development means meeting our own needs without depleting natural resources for future generations. It also means recognising that our environment, economy and society are all connected.

Groundwork believes that the needs of local communities must be central to the way we tackle the climate and nature emergencies. Our ISO14001 accreditation supports our achievements.

# What are we looking for?



The Green Community Hubs Facilitator will support the development and creation of a network of green community hubs across the North of England. Working across South and North Tyneside, the post holder will work with community groups to develop Green Community Hubs.

They will work to identify opportunities for the development of new green community hubs in their region working with internal Groundwork teams and external community organisations. They will provide advice and guidance to develop ideas and to help green community hubs achieve their vision and develop a robust business case.

Although there are common features and functions of a green community hub, these will be developed based on local needs through a place based approach. This approach helps to draw upon local solutions, utilise existing assets and resources in the area, helping build resilience to improve health and wellbeing and reduce health inequalities. The network of green community hubs will be multifaceted acting as a health centre, training resource, volunteer network and bio-diversity hub.

The ambition is to create a network of green community hubs across the North of England that are investment ready. This is a new team of community facilitators based in different Groundwork Trusts across the North who will share good practice and delivery models. The team will work closely with the Green Community Hubs Coordinator who will lead the project and provide additional support to ensure there is consistency across the hubs in terms of training and support, impact and quality.



# Our Groundwork Team

Board  
of  
Trustees

Chief Executive  
*Andrew Watts*

Governance  
Officer

Operations  
Manager -  
Culture,  
Heritage &  
Enrichment

Head of  
Provision and  
Achievements

Corporate  
Services  
Manager

Regional  
Property  
Manager

Head of  
Development,  
Communications  
and Impact

Operations  
Manager -  
Sustainable

Culture &  
Heritage Team

Farm & Land  
Team

Education Team

Route2Work  
College

South  
Tyneside  
Young Carers

Training &  
Enterprise  
Network  
North East

Finance Team

HR Team

Property  
Team

Marketing  
Team

Communities  
Team

Commercial  
Services Team

Green Doctor  
Team

## Role Details

**Hours of Work:** 34 hours per week; may include weekend and evening work. Standard terms and conditions apply.

**Work Locations:** Based at West Boldon Lodge with travel to various sites across South and North Tyneside

**Salary:** £22,626 - £25,858 per annum pro rata (actual £20,791.68 - £23,761.92)

**Reporting to:** Service Manager - Communities

## Main Duties & Responsibilities

1. To identify community groups that have the ambition of creating a green community hub within their site
2. To help co-design community hubs in collaboration with the local community
3. To provide direct support to hubs with advice related to organisational structure, good governance, inclusivity, fundraising, project delivery and impact evaluation.
4. To contribute to the development of a centralised a training programme to support each of the hubs
5. To provide access to training and support the delivery of training courses to local hubs
6. To help develop a business case for each community hub that has the potential to attract further funding
7. To support community and stakeholder engagement, encouraging the hubs to be integrated into existing programmes and services locally
8. To participate and encourage engagement in a good practice forum
9. To build strong working relationships with internal Groundwork teams and external stakeholders
10. To capture key learning points from each of the hubs
11. To work to agreed KPIs and performance targets







## Organisational Responsibilities

- **Investors in People** - Groundwork South and North Tyneside is committed to working within the principles of Investors in People (IIP) status and you are expected to support the ongoing development to support this.
- **Health & Safety** - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
- **Equal Opportunities & Diversity** - Groundwork South and North Tyneside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
- **Data Protection** - Groundwork South and North Tyneside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
- **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
- **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.





## Person Specification

	ESSENTIAL	DESIRABLE
<b>Education/ Teaching Qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree or equivalent in a related discipline</li> <li>Health and Safety Qualification</li> <li>Safeguarding training</li> <li>Community development qualification</li> <li>First Aid qualification</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Proven track record of partnership working</li> <li>Experience of programme planning and implementation; project and performance management</li> <li>Experience supporting and developing staff and volunteers</li> <li>Knowledge of community development and engagement methodologies</li> <li>Knowledge of Health and Safety management including safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>Extensive experience of working with local communities and within community led projects</li> <li>Experience of identifying a range of relevant funding opportunities and developing applications</li> <li>Experience of designing and delivering training programmes to share best practice across projects</li> <li>Knowledge of different funders and funding streams</li> <li>Knowledge of key government and local policies relevant to the development of Green Community Hubs</li> </ul>



## Person Specification

	ESSENTIAL	DESIRABLE
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to work alone and part of a wider team</li><li>• Ability to develop effective working partnerships with a wide range of stakeholders</li><li>• Ability to prioritise workloads</li><li>• Excellent written and verbal communication skills, including report writing and presentations</li><li>• Excellent research and analytical skills</li><li>• Ability to work effectively under pressure and handle challenging priorities</li><li>• Proven leadership skills; approachable with the ability to enthuse others</li></ul>	
<b>Personal Qualities and Commitments</b>	<ul style="list-style-type: none"><li>• A commitment to understand and follow all Groundwork core policies in all work practices</li><li>• Willingness to support the programme team out of hours, including occasional evening and weekends, as required</li><li>• Access to own vehicle in the course of your duties.</li></ul>	



## What will we offer you

As a charity, we have a great team of passionate people who are committed to our vision, supporting our local communities and delivering the best outcomes for local people across a large and diverse range of projects. You can learn more about the great work we do by visiting our website

<https://www.groundwork.org.uk/south-and-north-tyneside/>

You'll get;

- Enhanced Pension Scheme
- Excellent holiday entitlement of 25 days, rising to 28 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 Scheme
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff Death in Service scheme
- Friendly, team environment where we support each other to achieve







*Groundwork South and North Tyneside 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.*

*Groundwork South and North Tyneside is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

## Join Our Team

# Groundwork South and North Tyneside

[www.groundwork.org.uk](http://www.groundwork.org.uk)

