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| GROUNDWORKGREATER MANCHESTER  |  |  |
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|  | Integration Coordinator |  |
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| **SALARY** |
| Pay Grade: E, salary 29,970 |

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| **CONTRACT DETAILS** |
| Permanent36 hours and 40 minutes per weekBased at Groundwork offices Ashton-under-Lyne or community base in Oldham and Rochdale within Greater Manchester. We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements.  |

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| **ACCOUNTABLE TO**  |
| Strategic Lead – Employment & Wellbeing |

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| **RESPONSIBLE FOR** |
| Volunteers or trainees |

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| **OVERVIEW OF THE POST** |
| You will raise the profile of Employment and Wellbeing contracts for Groundwork Greater Manchester, contributing to referrals and engagement on programmes. To do this the post holder will develop a network of partner organisations to promote programmes, including attending networks and events. The post holder will always be set clear targets relating to starts and outcomes for each specific contract or project they work on at Groundwork. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery** * Leads on brokering and establishing relationships with services that interact with our participants, including primary care teams, NHS and other health care services, mental health teams and Voluntary and Community Sector (VCS) providers to generate referrals to the programme.
* Work with key stakeholders to establish co-location which will benefit the participants and provide greater levels of cohesion between services.
* To undertake project work in support of generating referrals such as the planning and delivery of events and activities to access potential participant group.
* To record all engagement activity on the relevant system on a daily basis in order to provide accurate MI.
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| **Business & Service Development*** To build partnerships, including with a network of referral partners to support effective engagement
* Identify opportunities for networking and attending partner and stakeholder events to promote Employment and Wellbeing programmes
* Support development of employment and wellbeing services
* Use internal and external data relating to employment and wellbeing services, and shares learning within team to inform service development & practise
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| **Financial & Resource Management** * Responsible for project budgets
* Plans for effective use of resources within projects
* Supports development and delivery of financial sustainability plans for projects and thematic programmes
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| **People Management & Development** * Line management of volunteers or trainees
* Shares specialist skills and knowledge with others
* Embeds culture and values through own behaviours and providing supportive challenge to others
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| **Internal Management*** Embeds policy and procedure within areas of responsibility
* Supports delivery of business improvement priority plans within specialist area
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| **Other*** Deputise for IPS Manager to cover short-term capacity gaps and absence
* Perform all other duties as assigned
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| **Person Specification** |
| **Essential Experience*** Proven experience of building and maintaining excellent working relationships with a range of stakeholders and partners and key contacts at this organisation including those in senior positions.
* Excellent and highly developed communication skills, capable of interacting with different sized groups of participants with various barriers and needs.
* Proven experience of providing tailored Information, Advice and Guidance and support leading to positive engagement.
 | **Desirable Experience*** Experience of working with partners, stakeholders, employers and training organisations.
* Experience of building relationships with networks of organisations to identify opportunities to promote Employment and Wellbeing programmes
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| **Essential Knowledge, Skills and Qualifications*** A skilled communicator with the ability to motivate and engage people
* Strong project management and organisational skills
* Sound knowledge of the local partnership networks
* Computer literate with practical experience of using MS Office and willingness to learn and use other software packages
 | **Desirable Knowledge, Skills and Qualifications*** IAG / Employment Related Services L3 or equivalent
* Experienced in delivering guidance or training remotely using tools such as Zoom
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| **Values and ethos:*** Demonstrates practical understanding of trust values and can describe how these might apply to role
* Passion for the area of work
* Actively seeks learning and development
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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system.
* Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment.
* This post will be subject to an Enhanced DBS (Adult Workforce) check.
* We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above.
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| **PREPARED BY:**  | Liane Kirk |
| **PREPARED ON:** | 17/06/2025 |