



Groundwork Cheshire, Lancashire & Merseyside.

## RECRUITMENT PACK

# ASSISTANT TEAM LEADER - THE KING'S TRUST

**CLOSING DATE:** Wednesday 8th October 2025

Groundwork CLM | Charity Registration number 514727  
74-80 Hallgate, Wigan, WN1 1HP.  
[www.groundwork.org.uk](http://www.groundwork.org.uk)  
T: 01942 821 444 | E: [recruitment@groundwork.org.uk](mailto: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, appearing to read 'A. J. Darron'.

Andrew Darron, Executive Director



# ABOUT GROUNDWORK CLM

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



Groundwork CLM 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**





# WORKING FOR GROUNDWORK CLM



## 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. We therefore strive to be an equal opportunities employer. 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').

This is an important commitment, which all employees are expected to share.



## 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. Where appropriate, we ask our workers to complete 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.



# SUSTAINABILITY



Groundwork CLM is 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.

# RECRUITMENT PROCESS

**CLOSING DATE: Wednesday 8<sup>th</sup> October 2025**

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 CLM 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.

**Please send via email to:** [recruitment@groundwork.org.uk](mailto:recruitment@groundwork.org.uk)

**Alternatively, you can send via post to:** Groundwork CLM Recruitment,  
74-80 Hallgate, Wigan, WN1 1HP.

## INTERVIEWS

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

Interviews will take place on Friday 17<sup>th</sup> October.

# Assistant Team Leader - The King's Trust

£23,920 - £24,594



**We're recruiting an Assistant Team Leader to work as part of a team to deliver The King's Trust Team Programme in Wigan.**

The King's Trust Team Programme is a 12-week personal development programme for young people aged 16-25.

At Groundwork we believe that every young person should have the chance to embrace exciting opportunities. We help young people who are unemployed or struggling with personal development to transform their lives.

Our programmes give young people the practical and financial support they need to stabilise their lives. We help them develop key skills while boosting their confidence and motivation to enable them to reach their full potential.

Working with partner agencies to recruit and introduce social awareness sessions, our hope is for young people to progress into further training, education or employment.

For more information about the King's Trust Team Programme please see:

<https://www.groundwork.org.uk/clm/about-groundwork-clm/groundwork-clm-current-projects/kings-trust-team-programme-new/>

## Scope of the Role

The Assistant Team Leader will work as part of a team to deliver The King's Trust Team Programme in order to achieve the desired outcomes and raise the life chances and attainment of young people attending the programme.

From recruitment of learners to the end of the programme you will be working closely with the Team Leader and other Groundwork CLM Staff to provide an engaging, challenging fun programme designed to inspire and motivate young people aged 16-25.

The roles requires skills to be able to work in a fast paced environment where the tasks and situations vary daily but you will have the opportunity to make a tangible difference to the lives of young people.

## 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

## Assistant Team Leader - The King's Trust

<b>Salary:</b>	£23,920 - £24,594 per year
<b>Hours of work:</b>	Full Time, 36.25 hours per week
<b>Pattern of work:</b>	9.00am to 5.00pm Monday - Friday (includes 45 mins for unpaid lunch break). Requirement to work some evenings, weekends and may be required to take part in residential weeks. <i>Flexible start and finish times to be agreed with line manager</i>
<b>Location:</b>	Groundwork Cheshire, Lancashire & Merseyside, 74-80 Hallgate, Wigan, WN1 1HP. Travel to other locations when required for meetings and delivery
<b>Term:</b>	Permanent (Subject to funding)
<b>Responsible to:</b>	Programme Manager
<b>Responsible for:</b>	N/A

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The Assistant Team Leader will work as part of a team to deliver The King's Trust Team Programme in order to achieve the desired outcomes and raise the life chances and attainment of young people attending the programme.

### 5 reasons to apply:

**Transform Lives:**

Working as part of our team you'll empower disadvantaged young people, helping them to create some stability in their lives, develop key skills and build their confidence.

**Develop your career:**

A fantastic opportunity to grow professionally within an established organisation that is committed to youth development.

**Gain hands-on experience:**

You'll gain practical experience in youth development, leadership, and programme management.

**Support communities:**

You'll be collaborating with partner agencies and community organisations to make a significant contribution to the local community.

**Holistic Development:**

This role isn't just about delivering a programme, it also incorporates youth development, personal growth, safety protocols and financial management.



## MAIN DUTIES & RESPONSIBILITIES

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### > Programme Delivery

- Assist with recruitment and support young people taking part in Team Programme.
- Support planning and delivering an engaging 12 week programme including residential experience, community projects.
- Provide person centred support and mentoring to help participants achieve their goals or overcome barriers.
- Assist with delivery of the King's Trust Certificate in Employment, Teamwork and Community Skills up to Level 2.
- Supporting young people with their literacy, numeracy and digital skills as required.

### > Working with Others

- Support the Team Leader to liaise with community organisations, agencies and partners to create enrichment and valuable opportunities for participants.
- Take part in wider team meetings to encourage collaboration and best practice.

### > People Management

- Provide leadership and guidance to the participants, taking responsibility for their health, safety and welfare.
- Have proactive approach towards safeguarding and promoting positive welfare of young people.
- Demonstrate assertive leadership, especially when working with young people, leading with confidence, clarity, and empathy—balancing authority with respect for their growing independence and voice.

### > Reporting

- Ensure all Health and Safety Procedures/Risk Assessment systems are completed in a timely manner and are effective.

### > Other

- Other such duties as necessary for the maintenance and development of Groundwork People Programmes, including possible work with other age categories.

#### Note:

This is a description of the job as it is currently envisaged at the date of publishing. 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
<b>Education, Training &amp; Qualifications</b>			
Training that demonstrates personal development within Youth Development		✓	A
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	✓		A
Youth & Community qualification or equivalent		✓	A
Award in Education and Training (AET)		✓	A
First Aid at Work		✓	A
<b>Experience</b>			
Planning, delivering and assessing programmes of activity		✓	A / I
Proven experience of leadership, preferably leading young people and/or volunteers		✓	A / I
Experience and/or knowledge of issues facing client groups.	✓		A / I

	Essential (E)	Desirable (D)	Assessment Method
Experience of assessing learners against a criteria and providing feedback		✓	I
Experience of marketing and promotion activities		✓	A / I
<b>Knowledge</b>			
Knowledge of the local area		✓	A
Knowledge of the issues facing our client	✓		I
<b>Skills and Attitude</b>			
Able to utilise word processing, email, power point, spreadsheets and databases in the course of your work	✓		A / I
Able to communicate effectively in person and in writing, using versatile and creative approaches when needed	✓		I
Attention to detail and highly organised	✓		I
Enthusiastic motivator with patience, able to adapt communication style and use appropriate language	✓		I
Able to work alone and as part of a team	✓		I
<b>Personal Qualities and Commitments</b>			
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, Vision and Value 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.



# >> 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](mailto:recruitment@groundwork.org.uk)

Alternatively, applications can be sent via post to:

**Post:** Groundwork CLM Recruitment

74 - 80 Hallgate

Wigan

WN1 1HP

**Tel:** 01942 821 444

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