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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Senior Employment Coach |  |
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| **SALARY** |
| Pay Grade: D  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent  22.5 hours per week, will consider full time (36.66 hours per week)  Based at Groundwork offices in Ashton-under-Lyne and/or community bases and offices 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** |
| Employment Manager |

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| **RESPONSIBLE FOR** |
| Line Management of:  Employment Coaches  Sessional Workers  Volunteer |

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| **OVERVIEW OF THE POST** |
| Senior Lead responsible for leading a large scale programme of employment and wellbeing, personal development & coaching services.  Responsible for   * Ensuring excellent operational delivery within programmes focused on participant experience, achievement and progression and meeting commissioner, partner and stakeholder requirements * Effective financial management and forward financial planning for programme area * Leading and managing business development function for programme area in line with growth targets and priorities * Driving culture and values within delivery team |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Lead all aspects of a portfolio of employment and wellbeing related training and employment projects for young people and adults * Complete all necessary monitoring, assessment, action planning and review processes required by project funders and stakeholders. |
| **Business & Service Development**   * Lead the development of a portfolio of new projects relating to employment and wellbeing * Support the development of content for best practice for employment and wellbeing programmes of work * Manage and develop relationships with range of partners at project level, including employers and specialist training providers, using information to support the design of new provision * Identifies opportunities for developing new projects and activities relating to the delivery of targeted learning and support * Uses internal and external data relating to employment and wellbeing, and shares learning with team to inform service development and practice |
| **Financial & Resource Management**   * Responsible for project budgets and planning for effective use of resources for delivery * Supports development and delivery of financial sustainability plans for employment and wellbeing related projects and thematic programmes * Actively looks for sustained cost savings and funding opportunities to support service improvement and development plans for internal support function or external service area; makes recommendations to managers |
| **People Management & Development**   * Line management of project staff * Embeds culture and values through own area of responsibility * Responsible for project staff performance (well-being, development & performance) * Pro-actively shares specialist skills and knowledge with others |
| **Internal Management**   * Embeds policy and procedure within directly managed projects and programmes or internal support services * Supports delivery of elements of business improvement priority plans (as identified within our strategy) within specialist area * Remains on top of market and emerging trends/latest insights for specific role/specialism and learns from data to improve internal and external service delivery |
| **Other**   * Deputise for Employment Manager to cover short-term capacity gaps and absence * Perform all other duties as assigned |

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| **Person Specification** | |
| **Essential Experience**   * Experience of delivering targeted employment coaching and wellbeing programmes * Experience of planning and developing innovative and flexible programmes of employment coaching and wellbeing * Proven experience of delivering high quality accredited and non-accredited training to different groups of learners | **Desirable Experience**   * Experience of staff supervision, management and/or mentoring |
| **Essential Knowledge, Skills and Qualifications**   * In depth knowledge of the employment and wellbeing sector and professional networks to support and coach individuals * Full UK Driving Licence * A skilled communicator and inspirational coach with the ability to motivate and engage individuals * Strong project management and organisational skills * Computer literate with practical experience of using MS Office and willingness to learn and use other software packages | **Desirable Knowledge, Skills and Qualifications**   * Level 3 Award in Teaching and Learning / PTTLS or Level 3 Award in Assessing Competence in the Work Environment or equivalent * Carbon Literacy trained * Experienced in delivering training remotely using tools such as Zoom * Able to drive minibus |
| **Values and ethos:**  Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.  Passion for the organisation and our 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 a basic DBS 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 – Strategic Lead – Employment and Wellbeing |
| **PREPARED ON:** | 15th September 2025 |