



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

DEPUTY DIRECTOR

EMPLOYMENT AND SKILLS (PROJECT DEVELOPMENT)

CLOSING DATE: Wednesday 22nd October 2025

Groundwork CLM | Charity Registration number 514727

74-80 Hallgate, Wigan, WN1 1HP.

www.groundwork.org.uk

T: 01942 821 444 | E: 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 the very 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 22nd 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

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

INTERVIEWS

Interviews are expected to be held on **5th and 7th November 2025**. You will be contacted shortly after the closing date with an update on the status of your application.

Deputy Director Employment & Skills (Project Development)

£43,874 - £48,451



Are you a visionary leader with a passion for driving social impact through employment and skills innovation?

Groundwork Cheshire, Lancashire and Merseyside is seeking a dynamic Deputy Director to spearhead the development of transformative projects across the North West. This is your chance to shape the future of personal development, employment support, and training initiatives – while unlocking new funding streams and forging powerful partnerships.

As a strategic force behind our Employment & Skills team, you'll lead high-impact bid development, secure sustainable income, and mobilize projects that change lives. You'll work alongside passionate teams, engage with diverse communities, and represent Groundwork at the highest levels of influence.

> Why this role stands out:

- Lead regional growth in one of the UK's most respected social enterprises
- Drive innovation in employment and training programmes
- Collaborate with VCFSEs, education providers, and local authorities
- Enjoy flexible working, generous leave, and a supportive culture

This isn't just a job – it's a platform for purpose-driven leadership. If you're ready to make a lasting difference, we'd like to hear from you.

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays (pro rata for part time staff)
- > 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

Deputy Director - Employment & Skills (Project Development)

Salary:	£43,874 - £48,451
Hours of work:	Full time, 36.25 hours per week
Pattern of work:	Monday to Friday, 9am–5pm (includes 45 mins for unpaid lunch break) <i>Flexible start and finish times to be agreed with line manager</i>
Base:	Wigan Office – 74-80 Hallgate, Wigan, WN1 1HP (Hybrid working available)
Locations:	Wigan, Cheshire, Lancashire, Merseyside
Term:	Permanent, subject to funding and performance
Responsible to:	Programme Director
Responsible for:	Currently no line management responsibility, however flexibility is necessary to manage staff as and when it is deemed appropriate.

BACKGROUND

Groundwork has been at the forefront of social and environmental regeneration for over 40 years. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

The Deputy Director for Employment and Skills will lead income generation and project development aligned with the departmental and organisational business plan. The post-holder will identify new markets, strategic opportunities, and funding streams to expand the Employment & Skills portfolio across Cheshire, Lancashire, Merseyside, and Wigan.

For more information about the organisation, service or project please see www.groundwork.org.uk/sites/clm.

SCOPE OF THE ROLE

To secure sustainable income streams through grants, contracts, sponsorship, and trading opportunities. To lead bid development, project mobilisation, and partnership negotiations, ensuring proposals are high-quality, competitive, and compliant. To support strategic growth in personal development programmes, employment support, and training initiatives.

This role is subject to a clear Enhanced DBS check.

MAIN DUTIES & RESPONSIBILITIES

> **Business Development and Strategy:**

- Develop and maintain a pipeline of potential projects to expand the Employment & Skills portfolio.
- Identify new business, funding, and tendering opportunities across the North West region.
- Support the Programme Director in shaping and delivering long-term strategic growth plans.
- Translate organisational strategy into practical, results-driven development and delivery plans.

> **BID & Contract Management:**

- Lead and manage the full bid and tendering process, including market research, Pre-Qualification Questionnaires, proposal writing, quality assurance, and submission.
- Maintain a clear record of bid outcomes and feedback, embedding lessons learned to strengthen future proposals.
- Monitor contract lifecycles, tender pipelines, and re-tendering requirements to safeguard continuity of provision.
- Negotiate and oversee sub-contracting arrangements, ensuring effective mobilisation and smooth handover post-award.

> **Partnership & Stakeholder Engagement:**

- Build and sustain strong, trust-based relationships with internal teams to identify opportunities and develop collaborative responses.
- Develop and maintain strategic partnerships with VCFSE organisations, businesses, education providers, and community stakeholders to enable joint projects and service innovation.
- Work closely with Communications, Finance, and Contract Performance teams to design cost models, commercial strategies, and communications plans that support organisational growth.
- Represent Groundwork with credibility and professionalism at strategic forums, partnership boards, and stakeholder meetings.

> **Market Analysis & Innovation:**

- Stay informed of regional, national, and political developments that impact funding streams and service delivery.
- Undertake market and needs analysis to identify service gaps, funding priorities, and emerging opportunities.
- Develop innovative, evidence-based solutions that respond to local needs and align with trust-wide, regional (North), and federation-wide (UK) development priorities.

> **Operational Leadership:**

- Provide leadership support in project mobilisation, delivery, and stakeholder management to ensure successful outcomes.
- Deputise for the Programme Director at key meetings, events, and strategic discussions as required.
- Undertake additional duties, line management where needed, professional development, and occasional out-of-hours commitments to support organisational needs.

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
Experience			
Worked for a large charity or Social Enterprise		✓	A
Income generation across grants, contracts, commissioning, tendering and sponsorship	✓		A/I/P
Contract Management	✓		A
Budget Management	✓		A/I
Staff Line Management		✓	A/I
Strategic Partnership Development	✓		A/I
Knowledge			
Funders' requirements	✓		A/I
Local and national needs & strategic priorities	✓		A/I
Welfare-to-Work and DWP programmes		✓	A/I
Training and Skills programmes and funding		✓	A/I

	Essential (E)	Desirable (D)	Assessment Method
Skills and Abilities			
Relationship building & stakeholder management	✓		A/I
Proactive & self-motivated	✓		A/I
Excellent communication	✓		A/I
Articulate	✓		A/I
Bid writing, and report writing	✓		A/I
Ability to work under pressure and to deadlines	✓		A/I
Passion to create impact / theory of change	✓		A/I
Translate strategy into tactical plans	✓		A/I
Education, Training & Qualifications			
Degree or equivalent in appropriate field and/or significant relevant experience in Business development / Fundraising role(s)	✓		A
Management Qualification		✓	A
Personal Qualities and Commitments			
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 and Vision Statements.	✓		A/I
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.

This is a description of the job as it is currently envisaged at the date of publication. 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.

>> How to apply

Interested?

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