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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Employment and Wellbeing Coach |  |
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| **SALARY** |
| Pay Grade: E  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  Part time or full time will be considered. Full time is 36.40 hours per week  Based at Groundwork offices in Trafford Park or Ashton-under-Lyne and/or community base within Greater Manchester. (delete / define community base as appropriate))  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** |
| Coaching and Wellbeing Manager |

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| **RESPONSIBLE FOR** |
| Possible Supervision of:  Sessional Worker  Volunteer |

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| **OVERVIEW OF THE POST** |
| Through a mixture of 121 coaching, guidance and group work the post holder will recruit and support a caseload of adults, to develop and promote independence, regaining and building on social skills, promoting health and well-being, and enabling individuals to achieve positive outcomes through securing voluntary opportunities, educational progression, and paid employment. The post holder will be responsible for building partnerships, including with employers to identify a sustained pipeline of job opportunities and understand local needs. The post holder will deliver activity within different employment and skills contracts. 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**   * Delivering all aspects of Employment and Wellbeing programmes including recruitment, one to one and group coaching and delivering short training courses, workshop and information sessions focused on employability and wellbeing skills * Uses Groundwork GM and external funder’s databases and monitoring mechanisms |
| **Business & Service Development**   * To build partnerships, including with employers, to support effective service delivery and identify a sustained pipeline of opportunities, including employment opportunities * Identify opportunities * 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 |
| **Financial & Resource Management**   * Responsible for managing project budgets and planning for effective use of resources for delivery * Supports development and delivery of financial sustainability plans for wellbeing and skills related projects and thematic programmes |
| **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 |
| **Internal Management**   * Embeds policy and procedure within areas of responsibility |
| **Other**   * Perform all other duties as assigned |

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| **Person Specification** | |
| **Essential Experience**   * Proven track record in a guidance or welfare to work environment, including achieving job outcome performance targets * Experience of building effective referral networks for provision * Experience of training or mentoring | **Desirable Experience**   * Proven experience of delivering high quality accredited or non-accredited training to different groups of learners * Experience of developing or delivering online training resources or activities * Experience of working with a range of employers to satisfy their recruitment needs |
| **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 labour market and the skills needed to apply for vacancies * 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 * Level 3 Award in Teaching and Learning / PTTLS or equivalent * IOSH Level 3 Managing Work Safely or equivalent * Carbon Literacy trained * Experienced in delivering guidance or training remotely using tools such as Zoom |
| **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 & Wellbeing |
| **PREPARED ON:** | 15th September 2025 |