

GROUNDWORK
GREATER MANCHESTER



Employment & Wellbeing Coach

Deadline - 3rd October 2025



About the post

Play a key role in delivering life-changing programmes that support people into work, improve wellbeing, and unlock potential. As an **Employment Coach**, you will work directly with individuals, provide tailored support, and help connect them with opportunities that make a lasting difference in communities across Greater Manchester.

Salary

£28,400 FTE

Post duration

Permenant

Hours

22.5 hours per week
(We will consider full time)

Location

Ashton-under-Lyne &
across Greater Manchester

Accountable to

Coaching & Wellbeing Manager

Responsible for

Sessional Workers & Volunteers





Main purposes of the post

We're looking for an Employment Coach to join our growing team of employment and wellbeing specialists who all strive to improve the life chances of the people they support, delivering lasting and impactful change.

Within your role in the team, you will support a caseload of adults through 1:1 coaching, guidance, and group work, helping them build independence, improve wellbeing, and achieve positive outcomes such as volunteering, further education, or paid employment.

In addition, you'll engage with employers, partners, and training providers ensuring the people we support have access to opportunities that enable them to build their skills and realise their potential.

You'll be working on projects like these:

[Support to Succeed](#)

[Elevate Salford](#)

Who we're looking for

This role will suit someone with a strong background in guidance or welfare-to-work, who has a proven record of helping people into jobs and achieving outcome targets, remaining focused on the best outcomes for the individual throughout.

You'll be confident in building effective referral networks and partnerships, while also bringing experience in training or mentoring others.

We're looking for a skilled communicator who knows how to motivate and engage people, supported by solid organisational and project management skills.

A good understanding of the local labour market and recruitment processes will be key to helping people succeed, and you'll be comfortable using IT systems like MS Office, with the flexibility to pick up new software as needed.



How to Apply

To apply, complete the forms on our webpage, ensuring you use the Job Description (found on our website) to carefully outline why you think you are suitable for this post.

We request that you complete our Equality, Diversity and Inclusion Monitoring Form. If you prefer not to share this information, every question has a “prefer not to say” option which we would encourage you to use. Any information collected is used only for the purposes of monitoring the implementation of our Equality, Diversity and Inclusion policy and procedures during recruitment and selection. The information is not used in any way to inform the shortlisting process. Data is held securely and is not provided to any member of the selection panel.

Please send these documents to gmrecruitment@groundwork.org.uk and title the email **Employment Coach**

Should you require assistance with any aspect of the application process please contact us in advance so that we can agree reasonable adjustments that we can put in place for you. For this, or to discuss any questions you may have about the role, please contact liane.kirk@groundwork.org.uk

Appointment to this role may be subject to a record check through the Disclosure and Barring Service.

Deadline

9am 3rd October 2025

Interview dates

W/C 6th October 2025