



Senior Employment Coach

Deadline - 3rd October 2025



About the post

Take the lead in shaping life-changing programmes that support people into work, improve wellbeing, and unlock potential.

As **Senior Employment Coach** you will guide teams, build partnerships, and drive services 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

Employment Manager

Responsible for

Employment Coaches,
Sessional Workers &
Volunteers





Main purposes of the post

We're looking for an experienced and ambitious Senior Employment Coach to lead a dynamic portfolio of employment and wellbeing projects at Groundwork Greater Manchester. The successful candidate will need to hit the ground running by taking the lead on an exciting new Tameside Job Club, delivered as part of the Economic Employment Trailblazer initiative. In this role, you will redefine what a Job Club can be, championing a people-first approach and helping individuals of all ages, skills, and abilities to improve their life chances.

Across this project, and within the wider portfolio, you will work with employers, partners, and training providers to create innovative opportunities that enable people to build skills, connect with employers, and realise their potential.

The successful candidate will oversee project budgets and resource management, ensuring all work is sustainable and impactful. Acting in a senior capacity, the postholder will inspire, collaborate with, and guide the team, using data and insights to ensure Groundwork continues to create meaningful change for individuals and communities.

Who we're looking for

This role will suit someone who is passionate about helping people move forward in life, with solid experience in delivering targeted employment coaching and wellbeing programmes.

You'll be the kind of person who can design flexible and innovative group work and adapt your approach to meet the needs of different groups.

We're looking for a confident communicator and natural coach who can motivate, inspire, and build strong relationships, backed up by good knowledge of the employment and wellbeing sector.

Strong organisational and project management skills will help you juggle multiple priorities, and you'll be comfortable using technology day-to-day.

A full UK driving licence is essential, as you'll need to be mobile and flexible to support our projects across the region.



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 **Senior 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