

GROUNDWORK
GREATER MANCHESTER



Project Assistant (Working Wardrobe)

Deadline - 3rd October 2025



About the post

From personalised styling to interview coaching, as the **Working Wardrobe Project Assistant** you'll work with the Project Officer to give people the tools, confidence, and self-belief they need to succeed.

Salary

£25,287 FTE

Post duration

Permenant

Hours

15 hours per week

Location

Ashton-under-Lyne & across Greater Manchester

Accountable to

Working Wardrobe Project Officer

Responsible for

Volunteers





Main purposes of the post

We're looking for a motivated and people-focused Project Assistant to play a key role in delivering our Working Wardrobe service across Greater Manchester. Groundwork's Working Wardrobe service provides clothing, confidence building, and interview preparation for individuals seeking employment, you can find out more [here](#).

Taking guidance from the Working Wardrobe Project Officer the successful candidate will work closely with individuals referred into the service, delivering personalised styling and interview coaching designed to build confidence, promote self-belief, and improve the chances of securing employment.

You will also support with the day-to-day management of the project, including outreach and engagement with referral partners, sorting and organising donations, and preparing clothing packs for clients.

This is an exciting opportunity to empower people at a crucial stage of their employment journey, helping them to feel prepared, confident, and ready to succeed.

Who we're looking for

This role will suit someone who enjoys supporting people to build confidence and move closer to employment, with experience delivering advice, guidance, and interview coaching.

You'll be confident in developing strong relationships with people and be able to use your communication skills to motivate and influence positive outcomes.

Flexibility and adaptability are key in this role, as you'll be working in a fast-paced project environment where needs can vary.

A driving licence is essential to reach delivery areas in our electric van. If you bring retail or fashion experience, or specialist qualifications such as Personal Styling, that would be a real bonus!



How to Apply

To apply, please complete the forms on our webpage, ensuring you use the Job Description 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 **Project Assistant (Working Wardrobe)**

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 natasha.bernard@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