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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Project Assistant – Working Wardrobe |  |
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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** |
| Temporary – post funded until February 2026  15 hours per week over 2 days  Based at Groundwork office in Ashton-under-Lyne and community base within Trafford.  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** |
| Working Wardrobe Project Officer |

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| **RESPONSIBLE FOR** |
| Volunteers, Work Placements |

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| **OVERVIEW OF THE POST** |
| Working Wardrobe is a service that provides clothing, confidence building and interview preparation for individuals seeking employment across Greater Manchester. This post is funded via Trafford Council and WEA Community Grants to deliver appointments to Trafford residents in both Stretford and Old Trafford.  The post holder will work closely with individuals referred into the service to deliver personalised styling and intensive interview coaching, focused on confidence building and promotion of self-belief in order to increase likelihood of securing employment. The post holder will support the Project Officer with the day-to-day management of the project including outreach and engagement with referral partners as well as sorting and organising donations.  The post holder will be based in Tameside and deliver mobile pop-up appointments in Trafford. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Support Project Officer to coordinate the day-to-day management of the Working Wardrobe service to ensure a high-quality service is provided for all service users * Provide personalised 121 intensive interview coaching and styling sessions in order to improve confidence and self-belief and promote positive progression into employment * Support with delivery of our clothing packs * Select and prepare clothing, shoes and accessories for scheduled appointments * Monitor and support Project Officer to coordinate referrals and queries into the central inbox * Track client progression, including employment outcomes, requests for additional support and signposting |
| **Business & Service Development**   * Support Project Officer to explore new leads/opportunities for corporate volunteering support, pipeline of donations and new referral partners * Maintain strong relationships with key stakeholders such as referral partners, local authority, community organisations and local businesses |
| **Financial & Resource Management**   * Provide support to the Project Officer around expenditure and budget management to ensure the service is cost effective * Ensure Working Wardrobe vehicle is managed, maintained and used effectively to meet needs of service |
| **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 * Supports delivery of business improvement priority plans within specialist area * An understanding of the local need, demographics, potential barriers to engagement and employment |
| **Other**   * Deputise for Project Officer when out of the business e.g. annual leave, sickness |

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| **Person Specification** | |
| **Essential Experience**   * Delivering advice and guidance * Delivering coaching around interview preparation and confidence building * Experience of developing and maintaining stakeholder relationships * Full driving licence (automatic licence sufficient) | **Desirable Experience**   * Retail or fashion experience, particularly around merchandising and styling * Stockroom management * Experience of working on employment provision with proven track record of achieving job outcome performance targets * Local knowledge of Trafford borough |
| **Essential Knowledge, Skills and Qualifications**   * Ability to quickly develop rapport with clients in order to encourage and influence * Strong communication skills * Interview preparation and confidence building techniques * Adaptability and flexibility in relation to project needs and client needs * Project coordination skills * Strong understanding of local unemployment and community demographics, particularly within Trafford * Computer literate with practical experience of using MS Office and willingness to learn and use other software packages | **Desirable Knowledge, Skills and Qualifications**   * Personal Styling qualification * IAG / Employment Related Services L3 or equivalent * Carbon Literacy trained |
| **Values and ethos:**   * Demonstrates practical understanding of trust values and can describe how these might apply to role * Passion for the area of 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:** | Natasha Bernard |
| **PREPARED ON:** | 10/09/2025 |