



CHANGING PLACES
CHANGING LIVES



GROUNDWORK NORTH EAST & CUMBRIA RECRUITMENT PACK

EMPLOYMENT ADVISOR (RESTART)

Groundwork North East & Cumbria | Charity Registration number 1017706

Unit 14 Parsons Court, Welbury Way, Aycliffe Business Park,
Newton Aycliffe, DL5 6ZE

01388 662 666 | hr.northeast@groundwork.org.uk
www.groundwork.org.uk



Groundwork NE & Cumbria Candidate Pack



**Better Health
at Work Award**
Maintaining Excellence

The Groundwork Approach



The Groundwork movement began 40 years ago at a time of political, social and economic challenge as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed than now. What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings. Groundwork NE & Cumbria exists to harness that pride and unlock that passion through services, projects and programmes that change people's lives now but also make our communities across our region more resilient for the future.

We know that many people face multiple challenges – living in isolation or with significant health issues in communities with few facilities and limited employment prospects. We work with partners to address these challenges in three ways: we create better places, we improve people's prospects, and we promote greener choices

Wherever and however we deliver, our approach will always be informed by our commitments:

- > We will invest in the places and people that need us most**
Prioritising our resources to bring about lasting change by building skills and capacity within the local communities where we can make most difference.
- > We will work with local leaders and listen to local voices**
Ensuring our work is shaped by those it is designed to benefit and adds value to the assets that exist in local areas.
- > We will grow a culture of equity and inclusion**
Operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- > We will be committed to collaboration**
Forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact.
- > We will act as environmental exemplars**
Championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact.



Why our Work is Needed

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate. We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, net-zero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.

The UK is one of the richest nations in the world yet many people in many communities face significant hardship

- Continued reductions in public spending means there is a risk of greater social inequality and greater geographic disparity as services people rely on are cut
- The neighbourhood services that enhance our quality of life – from youth clubs to parks – have felt the brunt of spending reductions.
- As our economy and welfare system change, some people feel marginalised and vulnerable.
- Environmental impacts – from flooding to energy price rises – impact disproportionately on those who have least protection.
- Addressing these challenges requires new ideas and approaches, engaging communities and businesses and shaping new ways of delivering public services.

- ✔ **89%** of community groups say their work is needed more than ever, but more than half say it has got harder for them to operate in the last ten years
- ✔ **75%** of people say they feel unable to influence decisions about what happens in their local area.
- ✔ **Nearly half** of young people say they feel they don't belong to their neighbourhood.
- ✔ **2.69 million** people do not live within a ten minute walk of a green space. Those who are at greatest risk of poor physical and mental health are more likely to miss out on the benefits of green space.
- ✔ Around **half a million** young people were 'economically inactive' – not in learning or employment and not looking for work.
- ✔ **One in ten** households in England is experiencing fuel poverty, rising to almost one in five for ethnic minority households.
- ✔ **76%** of adults say they are concerned about climate change.
- ✔ **40%** of young people admit to feeling 'overwhelmed' by the climate crisis.
- ✔ **90%** of SMEs said being sustainable was important for their business but more than half said they were finding it difficult to take action.



Working for Groundwork North East & Cumbria



VALUES

Our values inform what we do and how we do it.

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.



EQUALITY & DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.



SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.



SUSTAINABILITY

Groundwork NE & Cumbria is committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our sustainable development policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment. Our OHSAS14001 accreditation supports our achievements.

Who are we looking for?

We are looking for a highly organised, enthusiastic individual to join our Restart programme within the role of Employment Advisor. In this pivotal role, managing a caseload of unemployed participants and providing them with 1:1 support, helping them overcome barriers to employment and training.



We are seeking someone to be responsible for comprehensive assessment and action planning of participants to assess motivation, and barriers to employment. Working closely with participants, Employment Advisors will be responsible for supporting them through every stage of their journey, addressing barriers preventing engagement and introducing activities to support progression, and moving them into sustainable paid employment.

The Restart programme promotes a great importance to social, environmental and financial sustainability. It is therefore the responsibility of all members of staff working on the programme to ensure resources are used efficiently with minimum wastage throughout their daily activities.

Like If you are enthusiastic, dedicated, and ready to make a meaningful impact, we invite you to join Groundwork North East and Cumbria in our mission to create lasting positive change in our communities.





Job Opportunity

What difference will you make in the role?

- > Along with all Groundwork employees you will be committed to our purpose, values and mission
- > Meet agreed performance targets
- > Present a professional image of The Restart Scheme at all times
- > Work with Stakeholders and Employers to promote The Restart Scheme
- > Support participants to access resources and services to increase their employability to help them achieve their goals
- > Integrate, share knowledge and spread best practice with other Employment Advisors, staff and partners with the The Restart Scheme
- > Maintain participant confidentiality at all time
- > Be prepared to work creatively and flexibly, which may occasionally include evening and weekend work
- > Work as part of a team, attend team meetings and participate in staff training and development

Who will you be working for and with?

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility - striving to make a difference to our local communities.

You will report to our Project Manager who is responsible for the Management of a Team of Employment Advisors and MI & Data Officers .

You will work with other Employment Advisors, local delivery teams across a range of specialisms; local communities, education, health and wellbeing, energy and waste reduction environmental enhancement and landscape improvement.

You will coordinate with external partners and funders such as corporate or statutory bodies e.g. local authority or government, and also not-for-profit/voluntary bodies

So, what will be on your to-do list?

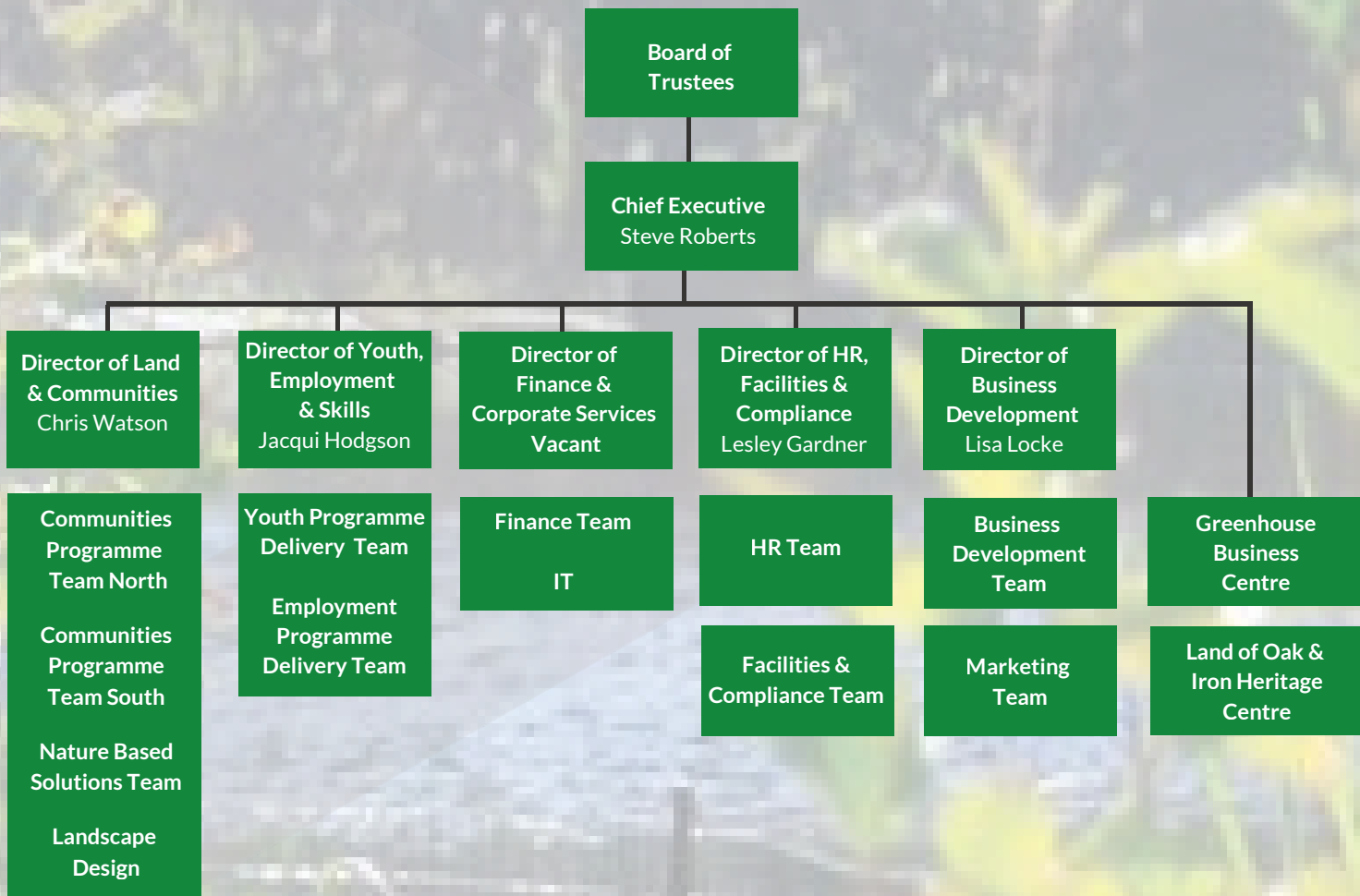
- > Undertake eligibility checks of all participants
- > Carry out comprehensive initial assessment with all participants
- > Develop with participants an action plan with clear goals, identified barriers and measures to overcome these barriers
- > Regularly review the progress of participants using the API Assessment Tools or a similar model
- > Manage a participant caseload and review ongoing progress, liaising closely with the full range of specialist partners as appropriate
- > Work in partnership and carry out joint key working in order to achieve improved outcomes for participant
- > Provide Information, Advice and Guidance and support participants with job search, application / CV writing and appropriate mock interviews
- > Work with participants to address barriers towards engagement, referring in to specialist partners where required
- > Promote volunteering opportunities, through partners, as a stepping stone to employment and training.
- > Identify appropriate employment and training opportunities for designated participants



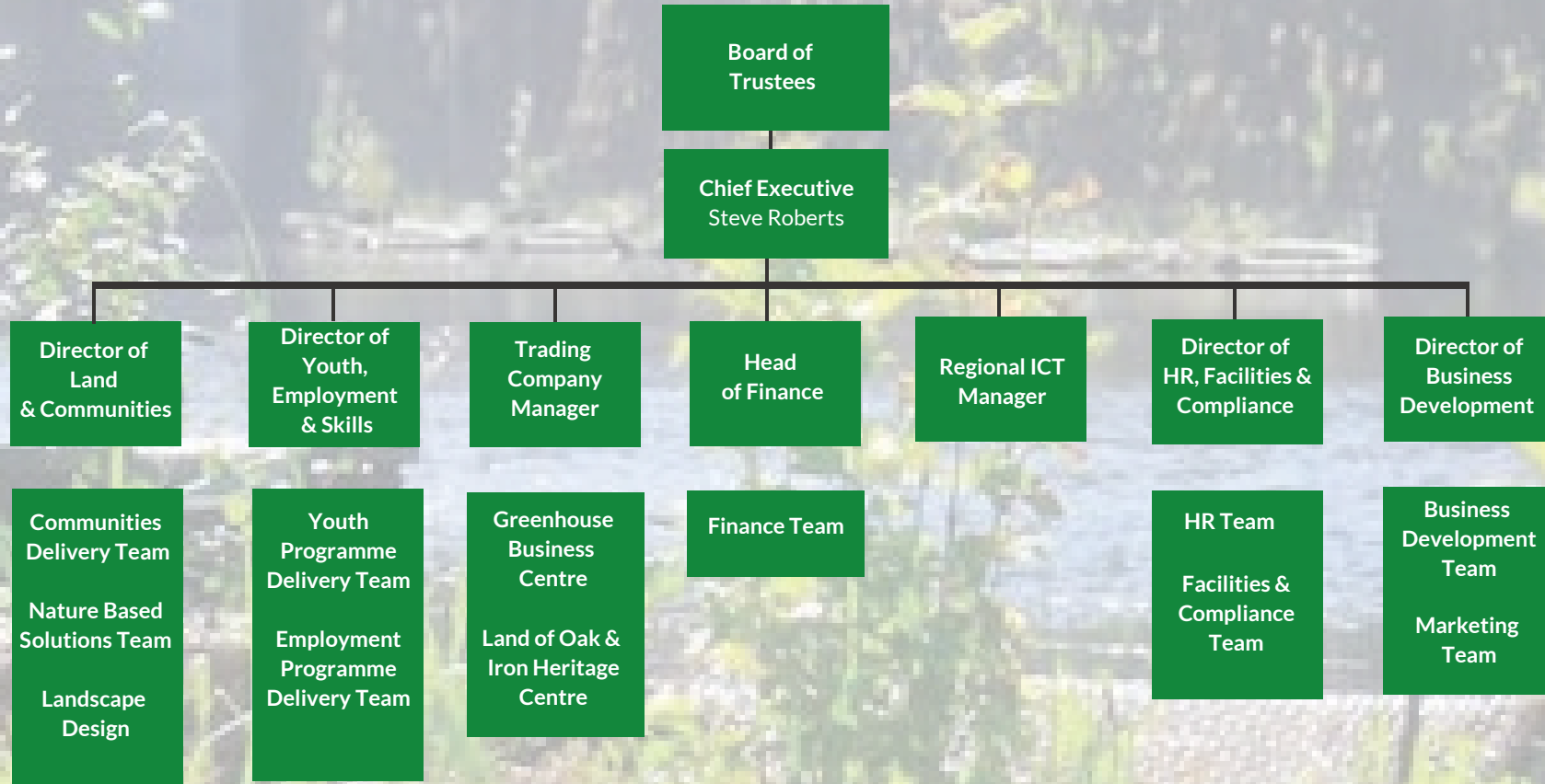
- > Promote participants to employers and assist in the placement of participants into jobs
- > Promote participants to colleges and training providers and assist in the placement of participants into further education and training
- > Provide ongoing support to participants once they have been placed into employment to ensure sustainability



Our Groundwork Team



Organisation Structure Chart



Role Details

- > Circa £26,988 per annum
- > 37 hours per week
- > Carlisle



What will we offer you...

- > Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays
- > Family friendly policies to support work/life balance time off in lieu for out of hours activities
- > A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- > Friendly, team environment where we support each other to achieve
- > Business travel expenses
- > Occupational sick pay scheme
- > Staff life insurance scheme
- > Better health at work activities
- > Access to a Cycle To Work Scheme





How to Apply

Interested? All you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be completed via the online application route

Email: HR.NorthEast@groundwork.org.uk

For people who are unable to access the online application you can post a copy to us at:

Post: Human Resources, Groundwork NE & Cumbria,
Unit 14 Parsons Court,
Welbury Way,
Aycliffe Business Park,
Newton Aycliffe, DL5 6ZE

Tel: 01388 662666



Groundwork NE & Cumbria
@GWKNEC





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Groundwork NE & Cumbria strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work. As a Disability Confident employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.

Join our team

Groundwork NE & Cumbria

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