



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

RIVINGTON YOUTH ENGAGEMENT ASSISTANT

CLOSING DATE: Midnight 5th July 2026

Groundwork Cheshire, Lancashire and Merseyside

Charity Registration number 514727

74-80 Hallgate, Wigan, WN1 1HP

www.groundwork.org.uk

T: 01942 821 444 | E: recruitment@groundwork.org.uk



Are you ready to be part of something extraordinary?

At Groundwork, we're not just a charity – we're a movement for positive change, and we are delighted that you are interested in joining us.

Groundwork was created in the early 1980s, during a time of social and economic crisis. The world may have changed a great deal since then, but our purpose and our work has never been more relevant, as we continue to provide a beacon of hope during times of uncertainty.

Making a difference isn't just our goal, it's the very the reason we exist. Imagine helping people who have become isolated to regain their confidence and get into jobs and training, or supporting families struggling with rising bills, or empowering communities to tackle climate change head-on. That's what we do at Groundwork. We are changing places and changing lives – every day.

But we can't do it alone. We need passionate individuals who share our values and our commitment to positive change. We are committed to diversity and we also believe that people with lived experience of the challenges facing the communities we serve are part of the solution. So, whether you're just starting out in your career, or looking to take your next step, we want to hear from you.

Join our growing team, where collaboration, learning, and personal growth are not just encouraged – they're celebrated. With excellent working conditions and an inclusive and supportive environment, Groundwork is more than a job; it's a journey of development, discovery and impact.

I hope this insight into Groundwork makes you excited about the opportunity to work with us and becoming part of something truly special.



Andrew Darron, Executive Director



ABOUT GROUNDWORK CHESHIRE, LANCASHIRE AND MERSEYSIDE



Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

Groundwork Cheshire, Lancashire and Merseyside is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 diverse projects each year. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year, this contributed to the following outputs and outcomes.

- ✓ **More than 1900 community organisations and businesses supported**
- ✓ **Over 3,700 young people supported to learn and achieve**
- ✓ **Around 800 volunteers engaged**
- ✓ **Over 110,000 m² of land either improved or managed and over 1500 trees planted**
- ✓ **Over 250,000 benefitting from public spaces we've improved**
- ✓ **1,600 people helped to reduce domestic energy use, water use & waste sent to landfill**



WHAT IS IMPORTANT TO US



VALUES

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

We are environmentally aware and focused on communities in need.

We are knowledgeable, compassionate and work with integrity.

We provide leadership, are professional in our performance and driven to make a positive impact.

PROFESSIONAL

We are professional in our performance.

- hard working, efficient & effective
- ensuring all of our resources are used to maximise the impact of our work.

LEADERSHIP

We provide leadership and positive energy focused on helping communities to develop solutions.

INTEGRITY

We demonstrate the highest levels of integrity within our work.

- striving to build genuine partnerships that are committed to places for the long term.

MAKING AN IMPACT

We are driven to make a difference to our communities.

- we effect genuine change and we can demonstrate the impact of our work

COMPASSION

We take a person-centred approach that delivers compassionate support to those members of our community in need of our help.

KNOWLEDGE

We are knowledgeable in our field of expertise and use our creativity to develop new and innovative approaches to tackling difficult community problems.



EQUALITY AND 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.

We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics').



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.

We ask all staff to undertake safeguarding training when they join us.



SUSTAINABILITY

We are committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our environmental policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment.

The policy relates to all areas of our work and contains responsibilities for all employees.

RECRUITMENT PROCESS

CLOSING DATE: Midnight 5th July 2026

To apply for this position, please complete the online application form via the relevant vacancy listing available on our website which can be found here:

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

Please complete the following before the closing date:



Completed Application Form

Demonstrating how your knowledge, skills, experience and values meet the requirements of the role in line with the person specification.

Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our HR team before shortlisting



Signed GDPR Statement acknowledgment

This document will be removed by our HR team prior to shortlisting*



Completed Equal Opportunities Monitoring Form

This document will be removed by our HR team prior to shortlisting*



Completed Declaration of Convictions Form

This document will be removed by our HR team prior to shortlisting*



Completed Referees Form

This document will be removed by our HR team prior to shortlisting*.

This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*Groundwork Cheshire, Lancashire and Merseyside collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

INTERVIEWS

You will be contacted shortly after the closing date with an update on the status of your application.

Interviews will take place in-person in Rivington on 16th & 17th July 2026.

Rivington Youth Engagement Assistant

£12,623.81 (Full time equivalent £25,422.96)



Shape the future of a unique heritage site by empowering the next generation.

Imagine helping young people discover their voice, build confidence, and make a lasting impact on one of the North West's most remarkable heritage landscapes. As Rivington Youth Engagement Assistant, you'll play a leading role in connecting young people with the historic Rivington Terraced Gardens, creating opportunities for them to volunteer, contribute ideas, develop new skills, and influence the future of this much-loved community space.

This is a role for someone who believes in the power of young people to create positive change. Working across the stunning gardens and visitor centre, you'll build relationships with schools, youth groups and community organisations, develop exciting volunteering opportunities, and establish a youth forum that will help shape decisions at the heart of the organisation. Whether you're mentoring young volunteers, delivering outreach activities, or championing youth voices, every day will bring the chance to inspire others and leave a lasting legacy.

The Youth Engagement Assistant will lead on identifying and creating opportunities for young people to have a more active role across Rivington Terraced Gardens. Working closely with the existing Groundwork team the postholder will develop relationships across youth groups, education organisations and with young people that have an interest in shaping the future of the Gardens.

This will involve establishing a support framework for young volunteers, setting up formal mechanisms such as role descriptions, training and 1:1 support. The role will include establishing a youth forum with the aim that this will become a sub group of the Rivington Heritage Trust board.

Acting as mentor and role model the Youth Engagement Assistant will provide a point of contact for young people wishing to become volunteers and by attending volunteer sessions and other events in the garden while providing ongoing support to young people.

The role will also be responsible for the promotion of volunteer recruitment opportunities as well as assisting Groundwork colleagues in create promotional materials and social media campaigns.

The role will support the delivery of core activities and support the development of wider stakeholder relationships related to future sustainability of the gardens. It requires flexible working to include scheduled evenings and weekends related to volunteer recruitment, volunteer task days and public events.

For more information about Groundwork please see www.groundwork.org.uk/sites/clm and for information about Rivington Terraced Gardens see www.rivingtonterracedgardens.org.uk/

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays (pro rata for part time staff)
- > Flexible working arrangements, depending on the needs of the role
- > Enhanced employer pension contribution (6%) increasing further with length of service
- > Cycle to Work salary sacrifice scheme, if eligible
- > Employee Assistance Programme
- > Death in Service Benefit, if eligible





JOB DESCRIPTION

Rivington Youth Engagement Assistant

Salary:	£12,623.81 (Full time equivalent - £25,422.96)
Hours of work:	Part time - 18 hours per week
Pattern of work:	6 hours per day, 3 days a week between Monday to Friday 9:00am to 5:00pm with some out of hours working on evenings and weekends. Flexible start and finish times to be agreed with line manager.
Location:	Rivington Visitor Centre, the Terraced Gardens and with occasional travel to other Groundwork bases such as Wigan. Flexible options including hybrid home and office working.
Term:	Fixed term until July 2027 with potential extension, subject to available funding
Responsible to:	Rivington Project Manager
Responsible for:	N/A

MAIN DUTIES & RESPONSIBILITIES

Youth Engagement:

- Build an effective network of local youth focused stakeholder supporting young people to have an active role at Rivington Terraced Gardens
- Create relationships with youth charities and education partners to actively promote opportunities to their user groups.
- Develop social media campaigns aimed at increasing youth participation within the Gardens.
- Attend events to promote youth participation locally

Youth Volunteering:

- Create Youth Volunteer role descriptions relevant to the different tasks needed within the Gardens
- Support the recruitment and onboarding of Youth Volunteers within the Gardens
- Attend volunteer task days at Rivington Terraced Gardens to support young volunteers and act as a Mentor
- Support the wider team with major event planning and task delivery
- Work with the wider Groundwork team to ensure all volunteer policies are followed.
- Ensure adequate safeguarding is in place and that safeguarding procedures are followed correctly
- Ensure health and safety management and risk assessment monitoring is undertaken on all projects under your control



Youth Voice:

- Assist colleagues to establish and support a Youth Forum as a sub group of the Rivington Heritage Trust Board.
- Champion youth ideas at the Board level bringing fresh ideas on how to improve the Gardens

Other:

- To provide updates to the Rivington Manager on all aspects of project delivery including volunteer monitoring data and written reports.
- Develop and maintain positive relationships with the Friends of Rivington Terraced Gardens, volunteers, groups, schools, individuals and organisations to enable effective and efficient project delivery.
- Undergo any Continual Professional Development & Training deemed necessary

This role requires a clear DBS check.



Person Specification

(requirements of the job holder)

Assessment Method Key -

A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E)	Desirable (D)	Assessment Method
Experience			
Experience of engaging and involving community groups, school groups and young people in environmental projects.		✓	A / I
Experience of working with and supervising volunteers		✓	A / I
Previous experience in youth work, teaching or coaching		✓	A / I
Experience of recruiting young people onto programmes or similar		✓	A / I
Experience of building positive relationships with key stakeholders such as referral agents, young people and parent/guardians		✓	A / I
Experience of promoting and marketing volunteering, environmental and educational initiatives to communities, schools and partner organisations through a variety of media including social media.		✓	A / I
Knowledge			
Understand how to successfully engage young people	✓		A / I
An understanding of diverse needs of individuals		✓	A / I

	Essential (E)	Desirable (D)	Assessment Method
An awareness of the local area and local referral agencies		✓	A / I
Safeguarding and Data privacy and protection procedures.		✓	A / I
Skills and Abilities			
Approachable and able to enthuse others	✓		I
Excellent written and verbal communication skills including report writing and presentations.	✓		A / I
Computer literate including, internet, word, excel, PowerPoint, email, use of social media	✓		A
Ability to work on own and as part of a multi-disciplined team	✓		A / I
Ability to prioritise workloads	✓		A / I
Ability to develop effective working partnerships with a wide range of stakeholders		✓	A / I
Education, Training & Qualifications			
5 GCSE Grade A* - C, 9-4 or equivalent, including English and Maths	✓		A
Youth Work Qualification		✓	A
Nature or Heritage Qualificaiton		✓	A
First Aid at work Qualification		✓	A
Safeguarding Qualification		✓	A

	Essential (E)	Desirable (D)	Assessment Method
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	✓		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	✓		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	✓		A
Willingness to attend departmental/trust meetings/training events as and when required.	✓		A
Access to own transport in the course of your duties.		✓	A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any specific requirements or reasonable adjustments.

Groundwork Cheshire, Lancashire and Merseyside 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 Committed 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.

We are proud to demonstrate our commitment to fair pay by ensuring that every employee within our organisation receives at least the Real Living Wage. This pledge reflects our belief that work should provide not only financial stability but also dignity and respect. By paying the Real Living Wage, we aim to support our team's wellbeing and contribute to a more equitable society.

>> How to apply

Interested?

To apply for this position, please complete the online application form for the relevant vacancy, located here:

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

Please submit your application form before the closing date.

If you have any queries, please contact us:

Email: recruitment@groundwork.org.uk

Tel: 01942 821 444

CLOSING DATE FOR APPLICATIONS: Midnight 5th July 2026



Groundwork Cheshire, Lancashire
and Merseyside.

