



JOB DESCRIPTION

Job Title:	Delivery Manager – CAF Training and Development
Responsible to:	Scaling and Growth Manager (Communities Prepared)
Responsible for:	N/A
Operational Area:	Nationwide with initial pilot in South West England
Location:	Homebased anywhere in the UK, with willingness to travel across the country (travel expenses paid)
Date:	July 2026

The Context

Groundwork South's (charity number 293705) National Lottery-funded [Communities Prepared](#) programme helps communities across England build resilience to emergencies by providing training, resources and support that increase people's confidence, skills and knowledge to prepare for, respond to and recover from threats such as severe weather events linked to climate change. Working with a range of partners, the programme supports community volunteers and residents to develop local action plans, assist emergency services, provide early warnings and support vulnerable people during crises through online resources, Zoom training sessions and tailored regional and local activities.

Despite the successes we have had through our programme to date, we are not currently reaching diverse enough audiences and too often there are people missing from the resilience sector. This needs to change. To address this we are now embarking on an exciting new five-year, UK-wide partnership programme funded through the National Lottery Community Fund's Climate Action Fund.

The programme responds to growing evidence that climate-related emergencies, including extreme heat, flooding, fire, cold and severe weather, disproportionately impact marginalised communities, while those same communities are often excluded from resilience planning and decision-making.

The programme brings together Equally Ours, Communities Prepared (part of Groundwork South), and the VCS Emergencies Partnership (VCSEP, part of the British Red Cross) to strengthen climate resilience by ensuring that communities experiencing discrimination and disadvantage are at the heart of climate preparedness, response, recovery and policy-making.

Through a rights-based and co-produced approach, the programme seeks to shift climate resilience policy and practice away from models that frame communities as “vulnerable”, and towards approaches grounded in agency, participation, equality and shared responsibility.

Role summary

Hosted and supported by Groundwork South, this role exists as part of an innovative, collaborative team that brings together five roles from three different organisations. The team consists of the Programme Manager, who has responsibility for oversight, collaboration and progress of our work. The Senior Project Officer and Delivery Manager who are responsible for the resilience training approach and resources. The Director of Strategic Communications, who is responsible for the communications training programme, and the Policy and Practice lead, who will drive the policy, systems change and influencing activity at the heart of the programme. This role will play a key part in ensuring that local and national climate resilience policy and practice better reflects the needs, rights, experiences and expertise of communities experiencing discrimination and disadvantage.

The part-time Delivery Manager will work across that team and organisational boundaries, adopting a highly collaborative approach. The focus of this role will be to oversee the co-development and delivery of specific resilience focussed training and workshops with marginalised communities, working with the core Communities Prepared team to adapt our current offer in line with feedback from these groups.

This role will also act as an interface between the project and our core Communities Prepared programme, identifying ways to embed learnings and adaptations to our offer to ensure it is inclusive and relevant to a wider audience, and supporting the Scaling and Growth Manager and Programme Manager to influence best practise across the Federation of Groundwork Trusts and beyond. There will be both linear and non-linear opportunities to influence others, and this role will need the confidence and skills to challenge the status quo.

Main duties

The focus of this role will be to oversee the development and delivery of specific resilience focussed training and workshops with marginalised communities, with the understanding that our current offer will need to be adapted in line with feedback from these groups. Initially piloted in the South West of England, this role will work with our partner organisations and the Senior Project Officer to oversee the recruitment of participants to the programme, ensuring that the purpose is clear and our approach to co-creation is genuine. When we are confident that our content has been suitably adapted this role will oversee the design and delivery of a ‘train the trainer’ offer so that communities can themselves train their networks and amplify our reach.

The successful candidate will need to ensure that the training element is well managed, of high quality and meets the needs of those it aims to support. This will require attention to detail in coordinating the offer of training to marginalised groups, working closely with the Senior Project Officer to set and meet targets in line with the programme’s requirements. The Delivery Manager will also ensure that the Senior Project Officer is well equipped to deliver our current training offer so that we can work with key partners and wider stakeholders to make appropriate adaptations to improve its inclusivity.

As Delivery Manager, you will have the confidence and skills to build and maintain relationships with people from a range of backgrounds. You will be comfortable in managing your own projects with limited supervision. Being able to manage complex and sometimes challenging relationships is also essential. You should have a genuine interest in equality, equity and diversity and how this intersects with the climate crises.

For more information, check the person specification.

Key tasks include:

- Oversee initial stakeholder mapping exercises and the development of a structured engagement plan to recruit and work with marginalised communities.
- Build a collaborative and trusting relationship with the partner organisations and other stakeholders for this project, ensuring this work meets their expectations and complements areas of the work programme led by others, and that learning is shared to support wider programme development and delivery.
- Design a process to receive constructive feedback from project participants and build this into co-creation / adaption of resilience focused training and workshop resources.
- Develop and oversee a programme of training, workshops and a train-the-trainer offer with project participants, ensuring an equal environment is created that allows for adaptation based on learning.
- Work with the core Communities Prepared team to adapt our offer with the long-term goal of the Programme reaching more diverse audiences, especially those seldom heard in this sector.

Other duties

Key area: project management

Update your line manager, project partners and evaluators as required on progression against the milestones/outcomes agreed with funders.

Work to ensure projects are delivered on time, to budget and to a high standard, meeting or exceeding partner / funder expectation at all times.

Key area: partnership and stakeholder working

Formalise partnerships and build strong links with stakeholders, including community resilience professionals and communities.

Attend and represent Groundwork South at relevant meetings, steering groups, forums and conferences, including attending out of office hours when necessary.

Key area: quality

Focus on customer satisfaction, and deliver a quality service to the agreed standards, through thorough evaluation and review.

Key area: safeguarding children & adults at risk

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

- To adhere to the Safeguarding Policy and Procedures.
- To adhere to the Safer Recruitment Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Groundwork South
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

Key area: health & safety

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager
- To comply with Groundwork South Health & Safety Policy and Regulations
- To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager
- Use, store and maintain tools and equipment in line with Health and Safety best practice

Additional responsibilities

- Adhere to all the policies and procedures of the organisation.
- Contribute to the Trust's work in maintaining existing and achieving future accreditations and standards.
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

GROUNDWORK SOUTH VALUES

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set of values:

- Passion
 - Commitment
 - Empathy
 - Professionalism
 - Innovation
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PERSON SPECIFICATION

Factor	Criteria	Essential	Desirable
Knowledge	Level 4 qualification or higher in a relevant sector/topic or 2 years relevant experience in community development, community resilience or emergency response	E	
	Knowledge of, and an interest in, one or more of the following: community development & adult training, climate adaptation & mitigation, community resilience, or emergency response / risk management.	E	
Experience	Demonstrable aptitude for working with, and meeting the needs of, communities including successfully engaging, supporting and empowering a diverse range of individuals through community development projects	E	
	Experience of managing your own projects without direct supervision, including developing project plans, monitoring progress against targets and contributing to funder reports	E	
	Demonstrable experience of collaborative partnership working with public, private and voluntary sectors.	E	
	Experience of evaluating community focused projects, or being part of learning / reflection / evaluation processes.		D
	Proven track record of building, motivating and leading community teams/groups.		D
Skills and abilities	Excellent communication and presentation skills, both written and verbal, to be able to communicate with a wide variety of groups both internally and externally.	E	
	Demonstrate a commitment to, and understanding of, the principles of equal opportunities in both employment and service delivery.	E	
	Demonstrate a commitment to, and understanding of, safeguarding and promoting the welfare of children and vulnerable adults.	E	
	A proven ability to think creatively, problem-solve, manage workloads and competing priorities; using own initiative with minimal supervision.	E	
	Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results.	E	
	Excellent listening skills and confidence in talking to people in groups and on a one-to-one basis. Be able to demonstrate understanding, empathy and tact when dealing with challenging situations.		D
Special requirements	Able to work outside normal working hours, i.e. attendance at evening and weekend events, either online or in person.		
	Willingness to travel extensively throughout the UK, potentially including some overnight stays.		
	Full UK driving licence and access to your own vehicle is desirable. You will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy.		

TERMS AND CONDITIONS

Salary	£30,000-£34,000 FTE per annum (£15,000-£17,000 pro rata)
Contract:	Fixed Term for the duration of the project (5 years to June 2031)
Hours of work	Your normal hours of work are 18.75 hours each week excluding a daily lunch break and travel to and from the main place of work (if not working at home). We offer flexible working as standard as long as it meets the demands of the role.
Place of work	The programme team is primarily based at home, though the programme's official base is Groundwork South's Bristol office. We are willing to accept applicants from anywhere in the UK. Applicants will be expected to work at home, Groundwork South's office or a project partner premises (if appropriate). Infrequent travel for face-to-face partnership meetings is expected.
Holidays	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 st January to 31 st December).
Pension	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme. Employee contributions are made by salary sacrifice.
Benefits	The following discretionary benefits are available to staff: Health Cash Plan A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up to the age of 18 in full time education. Includes PERKS scheme which has offers such as discounted gym membership and shopping discounts. Employee Assistance Programme Fully comprehensive EAP which includes mental health helpline and face to face counselling. Cycle to Work Scheme This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions.
TOIL	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager.
References	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006.
Training	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required

to undertake and may change from time to time to reflect changing assignments.

I have read and agree that this job description and person specification accurately defines the role.

Signed

Printed

Date