



CHANGING PLACES
CHANGING LIVES

GROUNDWORK

NORTHERN IRELAND



Head of Programmes and Partnerships Information Pack

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INTRODUCTION

Dear Candidate

Thank you for your interest in applying for a position at Groundwork NI. This is a challenging time for society, but a hugely rewarding time for our organisation.

Established in 1991, Groundwork Northern Ireland is a charity that is passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We help people gain skills, get into training and work; we work with communities to protect and improve green spaces; lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.

We have distributed over £6 million in grants to community projects; provided nearly 100 beacons to transformed unloved spaces into Meanwhile Gardens.

We're a small team with a busy and diverse workload, which means there is huge scope to collaborate, learn and grow. We offer excellent working conditions and benefits and are committed to helping all of our employees develop their careers.

I hope you'll want to join us as we set out on the next exciting phase of our organisational journey



David W.S. Law
DBA FRICS
Chair of Trustees

WHO WE ARE

Groundwork was established in 1981 as a partnership initiative bringing together communities, businesses and government to regenerate areas affected by industrial decline and neglect. The first Groundwork Trust began on Merseyside in 1981/82. It grew into a UK-wide federation of independent trusts delivering local environmental and community regeneration programmes.

Groundwork NI has been part of that national federation since 1991, supporting and championing communities here, delivering community regeneration programmes for over three and half decades.

We want to see empowered communities grown from the ground up, that are sustainable, happy and healthy places to live, work and play.

We will help communities create better places - Through our work we help to make communities greener, safer, and healthier by enabling people to work together to bring about change at a local level.

We will support and enable people to improve their prospects - Increasing the confidence, resilience, skills, wellbeing and employability of those who need our services.

We will promote greener choices - Helping people and businesses think about the environment around them differently, realise their impact on it and helping them to cut waste, save money and live more healthily.



WHAT WE DO

Groundwork takes practical action to create a fair and green future in which people, places, and nature thrive.

We support local communities and businesses to build capacity and resilience as this is vital if we are to tackle hardship, achieve a just transition to net-zero and help nature recover in a way that reduces inequality and leads to better work and healthier, happier lives.



At Groundwork Northern Ireland we have 3 key themes:

- Community Hubs and Green Spaces
- Young People, Skills and Employment
- Sustainable Communities and Climate Change

In our work we use a community development approach, allowing us to build positive relations with the people and communities we work with.

Beacons

Designed and developed by Groundwork Northern Ireland, Beacons have become a popular attraction for community and cultural festivals including July celebrations



and Halloween. Beacons provide a safe, environmentally clean alternative to traditional bonfires.

Each Beacon is designed to be reusable. The two-part steel structure is 5 metres tall and is pre-filled with carbon-neutral willow wood.

Men's Sheds

Men's Sheds were developed as a way to combat loneliness in older men. For those who have seemingly lost a sense of purpose in their life, the local Men's Shed provides invaluable services. From something as simple as sitting down for a coffee and a biscuit, to learning a new skill, Men's Sheds benefit not only the individual, but the entire community as well.

Corporate Volunteering

Our fully-serviced volunteer days are tailored to meet organisations' needs, from one-off volunteering days to programmes of long term partnership with events throughout the year.



Community Spaces

We run gardening sessions and events across our green spaces, teaching people gardening skills, how to grow vegetables and fruit, and teaching people about the benefits of being outdoors and eating healthily. These spaces are a fantastic opportunity for communities to connect with nature, food and each other.



Wellies in the Woods

Wellies in the Woods is a free 6-week family learning programme for parents & children under 5! A groundbreaking project from Groundwork, it supports children and their families to enjoy the natural

environment on their doorsteps, helping them to foster a deeper appreciation of the benefits of accessing nature together as families.

Grants

Our grants funding programme empowers community groups by providing small grant funding opportunities. Examples include community ideas funded by the Aughrim Landfill Programme; and others supported by Tesco.

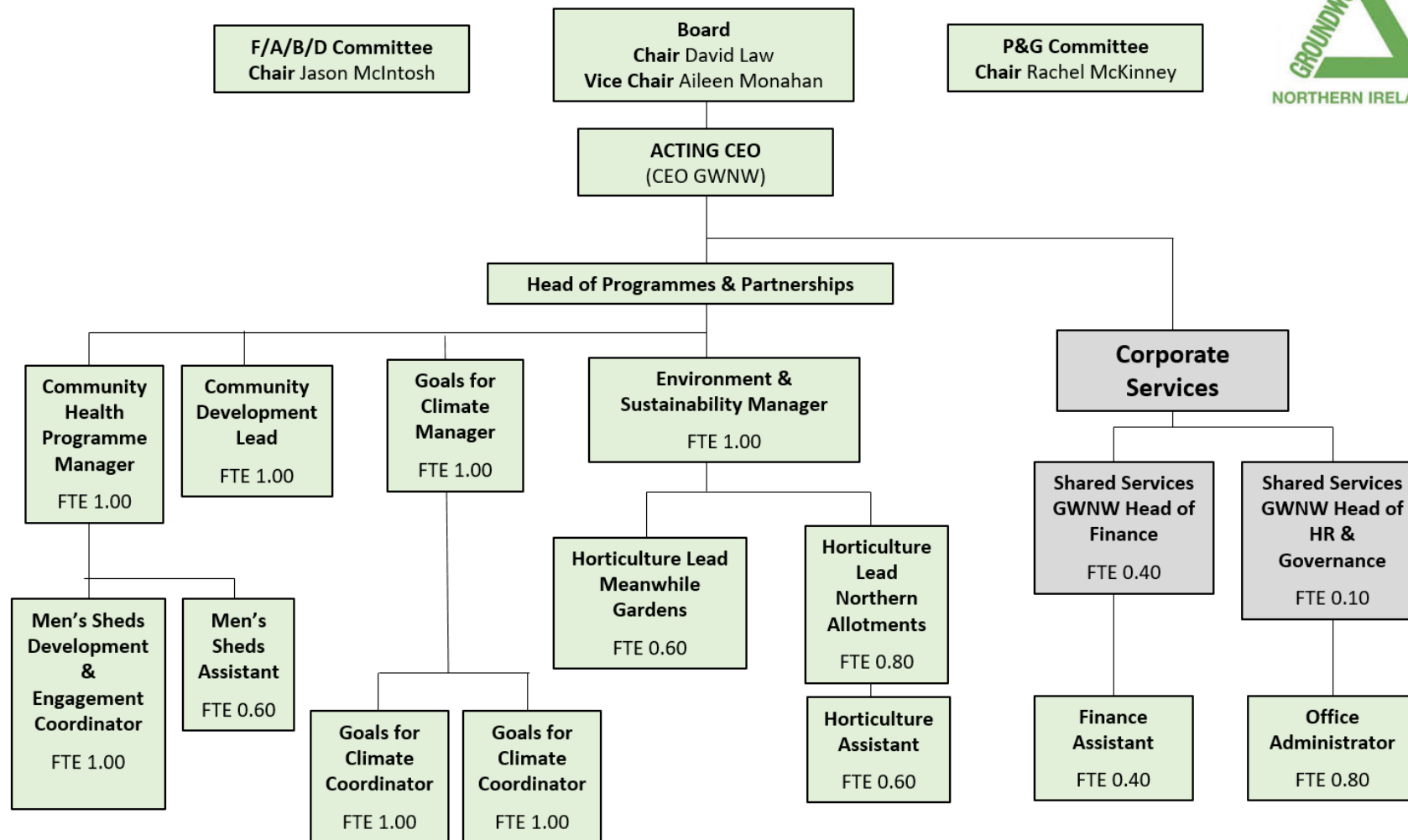


Goals for Climate

Goals for Climate is being run by Groundwork NI working in partnership with the Irish Football Association Foundation and Queens University, funded by The National Lottery Community Fund. It helps tackle climate change through a network of football clubs becoming more sustainable and leading initiatives in their communities.



HOW WE'RE ORGANISED



GROUNDWORK

STRATEGY

Mission: Work with communities to enhance their lives, places and prospects, from the ground up.

Vision: A future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny, and no-one is held back by their background or circumstances.

Strategic Framework

Area	Resilient & Ready (Org)	Greener Futures	Thriving Communities	Healthier Lives
Our Impact	Inspired by our purpose, we build a resilient and sustainable organisation that empowers us to fulfil our mission (<i>internal organisational development focus</i>).	We inspire communities to connect with nature and take positive climate action, strengthening the places we live and the environment we share.	We support communities by fostering relationships and enhancing the shared places—urban and natural—that bring people together.	We nurture healthier, happier lives by improving people’s wellbeing and creating opportunities that strengthen their prospects, confidence, and ability to thrive.
Goals	• Strengthen organisational foundations • Invest in people & future talent • Grow & diversify income • Elevate awareness & visibility	• Inspire community climate action • Increase connection with nature • Restore and protect spaces • Build climate resilience	• Build stronger connections • Improve shared places • Encourage participation • Foster inclusive, resilient communities	• Boost wellbeing & confidence • Grow skills & opportunities • Build resilience • Reduce isolation
What we do now	• Strong governance & financial management • Influential stakeholder relationships • Safeguarding culture • Efficient shared services	• Transform land into green community spaces • Deliver climate action programmes • Support sustainability & just transition	• Community development programmes • Grant & governance support • Cohesion through shared environmental work	• Skills & employability programmes • Volunteering opportunities • Men’s Sheds • Creative & wellbeing activities
What next	• Marketing, PR & visibility • Business development & income diversification • Systems & digital investment • Workforce & culture development	• Carbon literacy & behaviour change • Nature-based infrastructure • Community environmental support • Accreditation (e.g. Green Dragon)	• Cross-community & peace-building work • Heritage & cultural programmes • Placemaking & flagship sites	• Pathways into work & training • Expanded volunteering • Inclusive social connection models

WORKING AT GROUNDWORK NI

01

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.

We are committed, respectful and work hard to make a difference, delivering positive outcomes.

02

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. We therefore strive to be an equal opportunities employer. 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'). This is an important commitment, which all employees are expected to share.

03

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.

Our safer recruitment practices help us to ensure that we recruit colleagues who share our high standards and expectations. All job offers are conditional on the receipt of satisfactory references. We are also obliged to confirm your identity and obtain proof of your right to work. We ask all staff to undertake safeguarding training when they join us.

04

SUSTAINABILITY

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

FINANCIALS

Current unaudited draft accounts show our £9k surplus on unrestricted funds for the latest year. If you are reading online, you can click on the links below to access the last three years' annual accounts for more detailed information.

	Notes	Unrestricted funds 2026 £	Restricted funds 2026 £	Total 2026 £	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
<u>Income and endowments from:</u>							
Donations and legacies	3	305	-	305	-	-	-
<u>Charitable activities</u>							
- Grants received for distribution	4	-	241,506	214,506	-	193,017	193,017
- Other charitable activities	4	185,174	638,303	823,477	162,466	332,850	495,316
Investments	5	-	13,786	13,786	-	19,219	19,219
Other income	6	38,430	-	38,430	57,740	-	57,740
Total income		223,909	893,595	1,117,504	220,206	545,086	765,292
<u>Expenditure on:</u>							
Charitable activities	7	214,231	756,727	970,958	330,951	659,137	990,088
Net outgoing resources before transfers		9,678	136,868	146,546	(110,745)	(114,050)	(224,795)
Gross transfers between funds		-	-	-	-	-	-
Net expenditure for the year/ Net movement in funds		9,678	136,868	146,546	(110,745)	(114,050)	(224,795)
Fund balances at 1 April 2025		110,347	664,826	775,173	221,092	778,876	999,968
Fund balances at 31 March 2026		120,026	801,694	921,720	110,347	664,826	775,173

Annual Report March 2025

Annual Report March 2024

Annual Report March 2023

MEET THE BOARD

Dr David
Law
Chair

David chairs Groundwork NI. A housebuilder, Chartered Director, Chartered Surveyor and RICS Fellow, he manages property companies and focuses on creating places that balance customers, community wellbeing, nature and built form. His AGE NI trusteeship and welfare economics PhD inform his governance interests and leadership.

Aileen
Monahan
Vice Chair

Appointed in August 2023, Aileen has worked as an Assistant Director at Bryson Recycling bringing valuable management experience to the board.

Rachel
McKinney
*Personnel
Committee
Chair*

Rachel is a Groundwork NI trustee and Governance and Personnel Committee member. An EY Northern Ireland project manager, she has worked on transformation programmes across government, health, public and private sectors. Her Boardroom Apprentice experience with GWNI inspired her to join the board as trustee.

Rob Lynas

Rob says “I am a relatively new Trustee of Groundwork NI, but I have held similar positions with several local charities over several years. I also serve on the Southern Health Trust Charity Committee and am a Non-Executive Director on the Southern Trust Board. Previously, I was a Lay Representative with the Northern Ireland Medical and Dental Training Agency. I have a particular interest in *Thriving Healthy Communities*, one of the key pillars of sustainability. While much of my professional career has been in Human Resources, I have also gained experience in a range of other fields, including EU funding, where I have worked across the public, private and voluntary sectors.”

Rosalyn
Kennedy

Rosalyn has been a Groundwork NI trustee since 2019 and sits on the Governance and Personnel Committee. A British Council senior manager, she brings global programme management, transformation, digital change, learning, development and organisation design experience, alongside strong interests in environment, wellbeing and community contribution.

Jason
McIntosh
*Finance
Committee
Chair*

Jason is Treasurer and chairs the Finance, Audit & Business Development Committee. He is the Senior Finance Manager responsible for global technical accounting and external reporting at Seagate Technology, a Chartered Accountant, and experienced Charity Trustee.



**Alexandra
Tennant**

Appointed in August 2023, Alexandra has extensive senior management experience and is able to support Groundwork NI's board governance responsibilities and oversight role.

Brian Smyth

Brian is an active director appointed in November 2023. He's a senior Residential Social Worker, involved in green politics, and brings a social care perspective to Groundwork NI's governance and community mission work.

JOB DESCRIPTION

Job Title	Head of Programmes and Partnerships
Reporting to	Acting CEO
Contract Type	Permanent
Location	Belfast, with flexible working
Salary	£40,000-45,000 negotiable subject to experience, plus 3% employer pension contribution
Holiday entitlement	25 days a year plus 11 statutory holidays
Hours	37.5 hours per week with flexible working available
Probationary Period	6 month

In accordance with national provisions for the protection of children and adults at risk, applicants for jobs will be required to undergo Enhanced Access NI checks with the Police Service of Northern Ireland.

PURPOSE OF THE JOB

The Head of Programmes and Partnerships will manage the day to day running of the organisation and provide leadership support to the staff team.

The role will support business development initiatives including identifying funding opportunities and contributing to bid and contract development.

MAIN DUTIES AND RESPONSIBILITIES

1. Leadership

- 1.1 Lead and manage operational teams and department managers, set performance objectives and monitor results, coach, develop, and support employee growth.
- 1.2 Develop and implement operational plans that support company objective, identify opportunities to improve processes, productivity, and performance, align operational activities with the organisation's strategic goals.
- 1.3 Ensure compliance within the organisation's established policies and procedures, including, legal, financial, risk assessments, health and safety, and employment.
- 1.4 Ensure safeguarding policies are embedded across operations, manage serious incident reporting where required, and oversee the handling of complaints.
- 1.5 Manage operational budgets and control costs, allocate resources effectively across teams and projects, support financial planning and forecasting activities. Measure and report on social impact, not just operational performance.
- 1.6 Collaborate with shared Services team to deliver business objectives, including Finance, HR, and governance.

1.7 Prepare reports for trustee meetings.

2. Programme Management

- 2.1 Monitor and manage program budgets ensuring grant funded claims are submitted in line with agreed timescales and in accordance with the financial regulations.
- 2.2 Oversee the delivery of our portfolio of community projects, ensuring delivery on time, within budget, and to agreed outcomes, identifying and supporting the management of risks with project delivery managers.
- 2.3 Manage a portfolio of grants in accordance with established processes ensuring that all grant applications are correctly administered.
- 2.4 Review reports and monitor progress of projects to verify that the organisation is addressing agreed objectives in a timely manner and in-keeping with grant guidelines.

3. Business Development

- 3.1 Support business development initiatives including identifying funding opportunities and contributing to bid and contract development in line with the strategic goals and business plan objectives ensuring bids are submitted on time.
- 3.2 Build relationships with: Local authorities, Funders and grant bodies, NHS partners, Community groups, other charities and social enterprises.
- 3.3 Develop collaborative working arrangements to maximise impact.
- 3.4 Ensure that all business development activities directly support the organisation's mission and social outcomes.

4. Personal and Professional Development

- 4.1 Participate in the GWNI Performance Management and Appraisal process and agree short, medium and long terms objectives.
- 4.2 Identify your own learning and development needs and evaluate training and development to demonstrate needs have been met.
- 4.3 Stay fully conversant with legislative, regulatory and professional developments relevant to the Trust's activities.
- 4.4 Share good practice and achievements, and actively seek opportunities to present outcomes and case studies.
- 4.5 Contribute to the learning of others across GWNI and the Groundwork Federation by sharing knowledge and skills, both informally and formally.

5. Additional

- 5.1 Play an active role in developing GWNI's overall programme of work.
- 5.2 Ensure adherence to all GWNI policies, procedures and relevant legislation and regulation.
- 5.3 Proactively identify opportunities for streamlining and assist in the development of quality systems and procedures.
- 5.4 Publicise, market and promote Groundwork NI's projects, products and services.
- 5.5 Represent GWNI at meetings and public events.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

PERSON SPECIFICATION	Essential	Desirable
Strong leadership skills with the ability to inspire, motivate and develop high-performing teams	✓	
Experience of managing multiple projects ideally within the environment or charity sectors. With a strong understanding of project planning, delivery and reporting processes.	✓	
Understanding of Charity Commission requirements and charity governance.		✓
Excellent communication and interpersonal skills, able to build effective relationships with staff, trustees, volunteers, funders and external partners.	✓	
Demonstratable experience in grant, financial & contract management, and oversight of a diverse range of programmes.	✓	
Experience in supporting the development of grant applications and developing partnerships	✓	
Commitment to equality and diversity.	✓	
Excellent organisational skills and attention to detail, with the ability to manage complex timelines and multiple priorities.	✓	
Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages, and advanced Excel skills.	✓	
Experience of report writing and giving presentations.	✓	
A full driving licence which enables the holder to drive in Northern Ireland and access to a car for official business (or access to a form of transport which will enable the applicant to meet the requirements of the post in full)	✓	
A willingness to undertake regular travel and to work out of office hours, where necessary.	✓	
Experience and understanding of ENTRUST regulations.		✓
Experience of working with local communities.		✓
Experience of working with stakeholders from a variety of different sectors.		✓

HOW TO APPLY

Please forward a CV, maximum three A4 sides, together with a completed Supplementary Questions form available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate equality form (see below).

The deadline is Noon on Wednesday 16 September 2026. Applications should be made by email to: apply@engageexec.co.uk

Contact Lesley Dugan-Clarke on 07734 378618 or Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Groundwork NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

TIMELINE

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Wednesday 16 September 2026

First Interviews

Tuesday 22 and/or Wednesday 23 September

Second Interviews (may include a seen or unseen task)

Tuesday 29 and/or Wednesday 30 September

Optional Third Interviews

To be confirmed



Please address any enquiries relating to the advertised position, and your submission, to Groundwork NI's recruitment partners:

Patrick Minne



Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Groundwork Northern Ireland

63-75 Duncairn Gardens, Belfast, BT15 2GB

Tel: 028 9074 9494
Email: info@groundworkni.co.uk

Charity Registration NIC100017
Company Registration 1900511