

GROUNDWORK GREATER MANCHESTER



Youth Projects Lead



SALARY

Pay Grade E, pay point 16

DURATION OF THE POST

Fixed Term – 12 months

HOURS

Part time - 22 hours

Flexible working options are available, and we are happy to discuss preferred working patterns with candidates.

LOCATION

Flexible between GGM office bases (Ashton, Stockport, Trafford Park and Rochdale) and working from home.

When working from the office, primarily working from Trafford Ecological Park where the Youth & Communities team are based

ACCOUNTABLE TO

Senior Youth Lead

RESPONSIBLE FOR

Sessional workers, volunteers and trainees

OVERVIEW OF THE POST

The post holder will be responsible for delivering interventions within Groundwork's youth programme which includes community youth work, coaching and mentoring, open access youth work, social action and outdoor learning.

They will support young people to develop new skills and knowledge, be more connected to the wider community, overcome barriers to engagement and become more emotionally resilient.

ROLE & MAIN PURPOSES OF THE POST**Delivery**

- Lead the delivery of a range of small-medium youth work projects across Greater Manchester.
- Manage a caseload of young people.
- Create and deliver activities and interventions which enable positive outcomes for young people and communities.
- Work with partners to enable effective wraparound support.
- Meet deliverables and quality standards and collect impact and outcome data for learning and reporting.

Business & Service Development

- Support project development as part of the team's business plan, identifying opportunities for growth and making recommendations to managers.
- Manage existing project partnerships and generate new relationships to support project sustainability.
- Use relevant internal and external data and share learning with team to inform service development and practice.

Financial & Resource Management

- Ensure effective budget management within projects
- Plan for effective use of resources.
- Plan and build income pipeline to sustain existing activity in the short-medium term.

People Management & Development

- Supervision of volunteers or session workers.
- Share specialist skills and knowledge with others in the team.
- Embed culture and values through own behaviours and provide supportive challenge to others.

Internal Management

- Embed policy and procedure at project level.
- Support delivery of business improvement priority plans within the team.
- Support organisational needs/development as required.

Other

- Perform all other duties as assigned

Person Specification

Essential Experience

- Working with young people experiencing marginalisation or complex issues
- Demonstrated experience of delivering community-based youth work
- Experience of safeguarding principles and effective case recording
- Experience of leading or delivering youth projects including budget management, and collection of feedback and outcomes
- Demonstrated experience of partnership working and the practical considerations required to achieve positive outcomes for young people.

Desirable Experience

- Engaging in social action or environmental work
- Supervising volunteers
- Contributing to funding applications

Essential Knowledge, Skills and Qualifications

- Professional JNC certified qualification in youth work
- Able to communicate with a range of audiences using a variety of techniques and media including digital
- A confident knowledge of the economic and social needs of diverse communities and the issues that young people face
- Proven experience of youth standards and principles and embedding them within all youth related projects.
- Experience of collating qualitative and quantitative data to measure and evaluate outcomes and impacts.
- Driving License

Desirable Knowledge, Skills and Qualifications

- Knowledge and keen interest in environmental matters and of the practical ways young people can be enabled to get involved
- Experience in coordinating and delivering projects, with some understanding of project management processes, risk assessment, budgets, and session planning.

Values and ethos:

- Demonstrates practical understanding of GGM's values and can describe how these might apply to the role and how they would embed these across the organisation.
- Passion for GGM and our work, including enabling people to work collectively to bring about positive social change.
- Actively seeks learning and development.

Base Level Requirements:

Attendance: Meets expected standards for punctuality and attendance in order to support a positive work environment and overall organisational efficiency

Communication: Communicates effectively & appropriately with colleagues across the trust

Project management: Follows project management processes including using PIMS and PM checklists where appropriate

Compliance: Cares for self and colleagues by following all policies, procedures & processes including using appropriate channels to report concerns / incidents / near misses. This includes (but not exclusively):

- Health & Safety
- Safeguarding
- EDI
- Data Protection
- Quality
- Environment

Environmental responsibility: Considers environmental impact of activities within role

Data Protection: Seeks to follow data protection policies and guidelines at all times including clear desk policy and safe and secure storage & transmission of electronic data

Work area / resources: Cares for workplace, colleagues and neighbours (including when working on site) by keeping work area tidy and treating resources with due respect, including carrying out maintenance as appropriate to role and reporting problems

Use of systems: Maintains systems such as Salesforce, Lamplight, Views, My Compliance, Learner Management System as appropriate to role, and ensures that colleagues have access to the information they need

Behaviours:

- Holds self and others to account appropriately

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Comply with the Trust'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 an enhanced DBS check.

PREPARED BY:

Holly Openshaw/Nina Burns

PREPARED ON:

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