

GROUNDWORK GREATER MANCHESTER



Senior Youth Lead



SALARY

Pay Grade D, pay point 13

DURATION OF THE POST

Permanent

HOURS

Full time - 36 hrs 40 mins

Part-time and 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

Youth and Communities Programme Manager

RESPONSIBLE FOR

Youth leads, sessional workers and volunteers

OVERVIEW OF THE POST

The post holder will be responsible for delivering or managing a range of youth projects and activities across Greater Manchester including coaching and mentoring, social action, open access youth work and outdoor learning. They will ensure that these projects support young people to

develop new skills, be more connected to the wider community, overcome barriers to engagement and become more emotionally resilient.

The post holder will also provide line management to one or more Youth Leads.

ROLE & MAIN PURPOSES OF THE POST

Delivery

- Lead the delivery of a range of projects including coaching interventions.
- Manage a case load of young people
- Develop activities and interventions to enable positive outcomes for young people and communities
- Work with partners to enable effective wraparound activities that add value to young people
- Ensure appropriate allocation of team and financial resources, that deliverables and quality standards are met and impact and outcome data is collected and analysed for learning and reporting

Business & Service Development

- Lead on identified elements of the team's business development plan.
- Identifying areas for growth and pro-actively sourcing and developing opportunities to achieve it.
- Lead the implementation of sustainability plans to support ongoing development
- Manage relationships at project and geographic level to support project development and growth.
- Use relevant internal and external data, and share learning within team to inform service development and practice
- Work closely across internal teams, Groundwork UK and other Groundwork Trusts where appropriate to develop services and share learning.

Financial & Resource Management

- Manage budgets and resources effectively.
- Use financial management tools effectively & pro-actively
- Spot opportunities for income generation to support thematic areas and make recommendations on these to manager.
- Lead on preparation of smaller tenders and proposals including design, writing and pricing, and support the development of larger tenders and proposals under guidance.

People Management & Development

- Provide line management for project leads project assistants where required
- Be accountable for staff's performance, development and wellbeing in the workplace and support manager with wider team
- Embed GGM's culture and values through own area of responsibility.

Internal Management

- Embed GGM policies and procedures within projects and programmes including project management, safeguarding and health & safety.
- Support delivery of business plans within specialist area.

- Act as a role model for professional youth practice, embedding quality standards, reflective practice and youth work values within the team to ensure consistently high-quality outcomes for young people.
- Identify opportunities for improvement within directly managed activities and projects, and the wider trust.
- Support the manager to drive the completion of impact measurement and evaluation of projects under your leadership.
- Champion and embed our listening and learning culture within the team ensuring data is collected and used to improve project delivery reporting and to develop new ideas.

Other

- Perform all other duties as assigned

Person Specification

Essential Experience

- Working with young people experiencing marginalisation or complex issues
- Managing multiple projects including accountability for budgeting, monitoring, reporting and outcome collation
- Creating and maintaining partnerships, as well as working with partners and stakeholders for child led outcomes
- Collaboration with partners to ensure the effective safeguarding of young people
- Working to embed organisational cultures with strong values and ethos

Desirable Experience

- Experience in safeguarding principles and processes
- Delivering coaching or mentoring interventions or delivery of social action projects
- Identifying opportunities and securing funding

Essential Knowledge, Skills and Qualifications

- Professional JNC L3 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 young people face
- Skilled in use of project management systems and knowledge of considerations when leading projects
- Knowledge and keen interest in environmental matters and of the practical ways young people can be enabled to get involved with action for the environment locally in ways that benefit their wellbeing and skillsets
- Driving license

Desirable Knowledge, Skills and Qualifications

- Innovative and creative in design and development of activities and partnerships
- Relevant qualification in an environmental subject, carbon literacy or similar.
- Adult learning qualification

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 young 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 in external environments) 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, 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
- Models our values in own behaviours
- Is an ambassador for the trust in all settings

- Pro-actively updates own knowledge and practice

ADDITIONAL FACTORS

- 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
PREPARED ON:	August 2026