

GROUNDWORK GREATER MANCHESTER



Youth and Communities Project Assistant



SALARY

Grade: E Point: 16 - £26, 046 pro rata to 30 hours = £21, 314

DURATION OF THE POST

Permanent

HOURS

30 Hours

Part-time and flexible working options are available; we are happy to discuss preferred working patterns with candidates.

LOCATION

Flexible between GGM office bases, community sites across Greater Manchester and working from home.

ACCOUNTABLE TO

Senior Community and Youth Projects Lead

RESPONSIBLE FOR

Volunteers as required.

OVERVIEW OF THE POST

The Youth and Communities Project Assistant is a member of the youth and communities team, supporting the delivery of a range of projects including:

- environmental, climate and nature focused projects
- youth and community engagement and development
- capacity building, including coaching and building confidence and skills

- community outreach to support Groundwork's services to reach their target audiences

The Youth and Communities Project Assistant carries out a range of tasks in support of the team's vision and growth, ensuring quality and consistency.

ROLE & MAIN PURPOSES OF THE POST

Delivery

- Support the delivery of a wide array of projects across Greater Manchester including preparing resources, collating and organising project data and assisting in planning and delivering activities and events.

Business & Service Development

- Conduct research and data analysis with direction from senior project leads
- Use feedback from participants and partners to make recommendations for improvements to projects and practice.

Financial & Resource Management

- Understand budgets and resources available for identified activities
- Identify opportunities for funding streams to support projects and / or efficiencies and cost savings and flag these to team or manager

People Management & Development

- Provide support and guidance to new staff joining the team e.g. systems and familiarisation with the organisation.

Internal Management

- Maintain internal systems such as Salesforce, Lamplight and views ensuring that colleagues have access to the information they need.

Other

- Complete other duties as assigned.

Person Specification

Essential Experience

- Experience of managing small projects and budgets.
- Experience carrying out administrative tasks such as maintaining records, monitoring information, and impact reporting.
- Some experience facilitating or assisting with group activities, workshops, events, or training sessions.
- Experience working with young people, families, or community groups in a paid, voluntary, or placement capacity.

Desirable Experience

- Experience of youth work or environmental work.
- Working with people from a diverse range of backgrounds
- JNC Level 2 Youth Work Qualification

Essential Knowledge, Skills and Qualifications

- Demonstrable interest and passion for a career in environmental youth and community work
- Able to communicate with a diverse range of audiences using a variety of techniques and media including digital.
- Full clean driving licence
- Experience using Microsoft Office applications, including Word, Excel, Outlook, and Teams, to support project delivery and communication
- Knowledge of some of the issues facing young people and communities.

Desirable Knowledge, Skills and Qualifications

- Experience following safeguarding, health and safety, equality, and data protection procedures.

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.

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.
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PREPARED BY:	Nina Burns
PREPARED ON:	26 th August 2026.