



GROUNDWORK UK RECRUITMENT PACK

NATURE JOBS DEVELOPMENT MANAGER

CLOSING DATE: 26 OCTOBER 2026

Groundwork UK | Charity Registration number 291558

Suite C1, The Walker Building, 58 Oxford Street,

Birmingham, B5 5NR

0121 236 8565 | info@groundwork.org.uk

www.groundwork.org.uk



Help us change places and change lives



Thank you for your interest in applying for a position at Groundwork UK. This is a challenging time for society, and a period of growing need and opportunity for our organisation. Groundwork's origins lie in the economic recession of the 1970s and we were established as a radical experiment in bringing together public and private resources to support communities to tackle social and environmental challenges.

Over the last 45 years we've learned what works to help community organisations become more resilient, to help young people face the future with confidence and to help those who are vulnerable or isolated improve their prospects and quality of life.

This learning has put us at the heart of urgent debates – how to tackle the causes and impacts of climate change, how to help people cope with cost of living pressures, how to strengthen the social and environmental infrastructure of our communities.

Our focus remains on identifying practical solutions – building the capacity and skills of people so that they can improve their own lives and communities and demonstrating that positive change is possible, even when the challenges seem insurmountable.

Groundwork UK sits at the heart of a wider Groundwork federation – managing programmes, campaigns and networks that improve the lives of tens of thousands of people each year.

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.

A handwritten signature in black ink, appearing to read 'G Duxbury', written in a cursive style.

Graham Duxbury, Chief Executive



ABOUT GROUNDWORK

Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

We help people to carry out thousands of diverse projects each year. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year Groundwork accessed £95 million of funding to support our mission and distributed £25 million in grants to help local groups improve their neighbourhoods.

This contributed to the following outputs and outcomes.

- ✓ Improved more than **3,000** open spaces, planting **26,000** trees
- ✓ Helped more than **21,000** households save money on their energy bills
- ✓ Supported more than **11,000** people into employment, education or training
- ✓ Helped households and businesses save more than **200,000** tonnes of carbon
- ✓ Distribute **14,000** grants to community organisations (a value of **£25m**)

You can read more about the impact our work has [here](#) or watch a short film about our approach [here](#).

Our [strategy for 2023 – 2028](#) sets out our ambition to build our visibility, our reputation and our resource base so that we can be a significant, radical, national force for driving change in attitudes, behaviours, places and prospects in the local communities that need it most.

GROUNDWORK UK

Groundwork UK is the national body of the Groundwork federation, supporting, championing and representing the work of Groundwork Trusts across the country.

This includes building national relationships with funders and policymakers, securing resources to support local delivery and acting as a managing agent for programmes and contracts delivered by Groundwork Trusts and other partners.

WORKING FOR GROUNDWORK UK

01

VALUES



Our values inform what we do and how we do it.

We are **collaborative** and **responsive** and focus on **impact** and **fairness**.

COLLABORATIVE

We are trusted partners, good team players and consultative.

RESPONSIVE

We listen to feedback, learn from experience and change to meet evolving needs.

IMPACT

We are driven by our mission and will make the most of our resources to support what works.

FAIRNESS

We are committed to social and environmental justice.

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. Where appropriate, we ask our workers to complete a Disclosure and Barring Service (Criminal Records Bureau) check. We are also obliged to confirm your identity and obtain proof of your right to work in the UK. We ask all staff to undertake safeguarding training when they join us.

04

SUSTAINABILITY



Groundwork UK 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.

NATURE JOBS DEVELOPMENT MANAGER



Groundwork is working with partners to develop an ambitious new national programme designed to create hundreds of paid, entry-level work placements in the nature sector for young people from underrepresented groups. The programme will help address barriers to nature careers while enabling employers to build a more diverse and inclusive workforce, helping to build the workforce needed to reverse nature decline.

The project will bring together young people, nature sector employers, funders and government bodies to design a programme that is evidence-based, deliverable and capable of operating at scale. It will explore the support young people need to access and progress in nature careers, the role employers can play in providing high-quality opportunities, and the partnerships and investment needed to sustain the programme.

We are recruiting a **Nature Jobs Development Manager** to lead this development project. Working closely with a range of partners and stakeholders, the postholder will coordinate the different strands of development activity and bring the resulting evidence, ideas and recommendations together into a coherent programme model.

This will include:

- managing multiple development workstreams, including activity led by partner organisations
- working closely with employers, sector bodies, funders and other stakeholders
- coordinating a Steering Group, workshops and consultation activities
- ensuring young people's experiences and perspectives shape the programme
- drawing together research, policy intelligence and learning to inform programme design
- developing the activity plan, delivery plan, programme budget, income generation plan and investment proposition
- contributing to a major funding proposal for the programme's delivery phase.

This is an opportunity to play a central role in shaping an exciting new programme at a time when there is an urgent need to provide accessible employment opportunities for young people, and to start reversing nature decline. We are looking for someone who can manage a complex development process, create momentum across a diverse partnership, and translate evidence and ambition into a practical, compelling and fundable national programme.

We're particularly interested in receiving applications from people who are from ethnically diverse backgrounds, disabled people, or people who are from low-income backgrounds.

BENEFITS

- ✓ Starting salary: £27,744 (3 days a week) (£45,623 full time equivalent)
- ✓ 29 days holiday entitlement plus bank holidays (pro rata)
- ✓ Flexi-time arrangements, with inclusive and family-friendly policies
- ✓ Hybrid working, combining work from home with regular office attendance
- ✓ On-the-job training and access to wider training
- ✓ 7.5% pension contribution
- ✓ Travel loan scheme
- ✓ Health cash plan through BHSF
- ✓ Salary sacrifice benefits including cycle-to-work and electric car schemes
- ✓ Disability Confident Employer
- ✓ Job-share arrangements will be considered.

RECRUITMENT PROCESS

Closing date: **Midday, 26 October 2026**

MAKING AN APPLICATION

To apply for this role, please complete the online application form [here](#).

NB: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our recruitment team before shortlisting.

You will be required to complete a number of sections including:



Signed GDPR Statement acknowledgment

This document will be removed by our HR team prior to shortlisting*



Completed Equal Opportunities Monitoring Form

This document will be removed by our HR team prior to shortlisting*



Completed Self-Disclosure form

This document will be removed by our HR team prior to shortlisting*



A completed Referees form

This document will be removed by our HR team prior to shortlisting*. This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview.

*Groundwork UK collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

INTERVIEWS

We will contact you to let you know whether you have been shortlisted for an interview.

We expect to conduct interviews at our office in Birmingham during the week beginning 2nd November 2026.

ADJUSTMENTS

We are a disability-confident employer and encourage applicants with disabilities to alert us alongside their application, to enable us to guarantee interviews for all disabled candidates who meet the person specification. We will also discuss any reasonable interview or workplace adjustments with you.

If there are other material barriers to you applying for this role, please contact us so we can consider how we can address these. For example, part-time hours, job share arrangements, or financial support through your initial weeks in employment.

JOB DESCRIPTION

NATURE JOBS DEVELOPMENT MANAGER

Responsible to:	Director of Strategic Programmes
Location:	Flexible, with regular working days in our Birmingham office
Term:	18 months fixed term
Hours:	22.5 hours per week (working pattern to be agreed)

Purpose

The Nature Jobs Development Manager will work with a steering group of partners to develop an ambitious new national programme which will aim to create hundreds of paid entry-level work placements in the nature sector for young people from underrepresented groups.

Working with nature sector employers, infrastructure organisations, funders, government bodies, and young people, the postholder will oversee the delivery of multiple development workstreams, coordinate a steering group of partners, and lead the creation of a detailed delivery model and investment proposition for a large-scale national programme.

Main duties and responsibilities

Programme development

- Lead the day-to-day development of the new programme, ensuring development activities are delivered in line with agreed plans, timescales and budgets.
- Work closely with the Director of Strategic Programmes to translate the programme vision into a deliverable programme.
- Manage the delivery of multiple development workstreams, including those led by partner organisations, ensuring findings and recommendations are captured and integrated into programme design.

Partnership and stakeholder engagement

- Build and maintain effective relationships with programme partners, employers, sector bodies, funders and other stakeholders.
- Coordinate programme governance arrangements, including Steering Group meetings and task-and-finish groups.
- Facilitate workshops, consultation activities and stakeholder engagement events to inform programme development.
- Ensure the perspectives of young people are reflected throughout programme design.

Research and programme design

- Maintain an understanding of relevant policy developments, labour market trends and public sector initiatives to inform programme design and strategic alignment.

- Engage Groundwork experts and external specialists to inform the design of work placement and career development opportunities for young people.
- Lead research, consultation and evidence-gathering activities with partners and stakeholders to identify barriers, opportunities and effective approaches to supporting young people into nature careers.

Funding, sustainability and growth

- Develop a programme budget, activity and delivery plan, culminating in a detailed funding proposal to enable programme delivery.
- Develop an income generation plan designed to support a mixed income model supporting a larger and more sustainable programme.
- Contribute to the development of major funding applications and investment proposals to support programme rollout and long-term sustainability.

Learning and reporting

- Coordinate monitoring, learning and evaluation activity across the development phase.
- Prepare reports and presentations for funders, governance groups and senior stakeholders.
- Ensure learning from partners, stakeholders and development activities informs programme evolution and future delivery.

PERSON SPECIFICATION

Specification	Essential	Desirable
Experience of leading developmental projects involving multiple stakeholders and/ or workstreams	✓	
Experience of building partnerships and managing organisational relationships	✓	
Experience of developing complex projects and programmes	✓	
Strong organisational and project management skills	✓	
Ability to analyse, synthesise and interpret information from multiple sources and translate this into practical recommendations and programme design.	✓	
Track record in developing and writing successful funding proposals for large programmes	✓	
Experience of developing detailed budgets for high value programmes	✓	
Knowledge of the nature sector	✓	
Detailed knowledge of the employment support policy and funding landscape	✓	
Commitment to Groundwork UK's values: Collaborative, responsive, focus on impact, and fairness	✓	
Experience of designing/ managing youth employment programmes		✓
Experience of engaging with Lottery funding		✓
Lived experience of any of the issues that Groundwork exists to address		✓