



GROUNDWORK UK RECRUITMENT PACK

PUBLIC AFFAIRS OFFICER

CLOSING DATE: 30 October 2026

Groundwork UK | Charity Registration number 291558

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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.



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.

PUBLIC AFFAIRS OFFICER



Groundwork UK is looking for a **Public Affairs Officer** to help put its new three-year public affairs strategy into action. This is a hands-on role focused on strengthening Groundwork's political visibility, building relationships with key stakeholders, and supporting the federation to make a clear and compelling case for place-based environmental and social action.

Working with the Head of Policy & Communications, the postholder will map and engage national, regional and devolved political stakeholders; maintain intelligence on policy developments and opportunities; and help Groundwork Trusts prepare for and follow up political engagement. The role will also support the development of briefings, correspondence, stakeholder materials and core messages that explain Groundwork's role and impact.

We are looking for someone with a genuine enthusiasm for politics, strong written communication skills and the judgement to understand what matters, what will land and how relationships are built over time. You will be organised, self-motivated and comfortable working with senior colleagues and external stakeholders across government, combined authorities, civil society and the wider policy landscape.

BENEFITS

- ✓ Starting salary: £32,034
- ✓ 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: **30 October, 2026**

MAKING AN APPLICATION

To apply for this role, please complete the online application form.

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 16 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

PUBLIC AFFAIRS OFFICER

Responsible to:	Head of Policy & Communications
Location:	Flexible, with regular working days in our Birmingham office and easy access to London and UK major cities.
Term:	Permanent
Hours:	Full time

Purpose

Groundwork has developed a three-year public affairs strategy with the aim of becoming the recognised delivery partner of choice for place-based environmental and social action - engaged early in policy and programme design, and understood by key stakeholders across government, business and philanthropy as core national infrastructure for local delivery.

Year One (2026/27) is about building the foundations: establishing a clear narrative, mapping and engaging key stakeholders, and supporting a small number of pilot trusts to develop their own political engagement. This is a hands-on, delivery-focused role that sits at the heart of that effort.

Decision-making and resource allocation are increasingly devolved to mayors, combined authorities and local partnerships - and Groundwork already operates at scale in those geographies. This role will help ensure that Groundwork's presence in those places is matched by its political visibility within them.

Key Responsibilities

Stakeholder mapping and political intelligence

- Map priority stakeholders at the national level and across combined authorities and devolved governments, identifying where Groundwork has the strongest case to make and the most to gain.
- Maintain a live, shared picture of political relationships and opportunities across the federation, keeping it updated as the political landscape shifts.
- Monitor relevant policy developments - on warm homes, green jobs, people-led nature recovery, place-based funding and community resilience - and flag opportunities and risks in a timely way.

Supporting trust-level engagement

- Work with trust chairs and chief executives in the Groundwork federation to identify the right local and regional stakeholders for them to engage with.
- Help prepare trust leaders for political meetings: supporting with briefings, talking points, and political context so they walk into rooms with confidence.

- Where useful, accompany trust leaders to meetings and support follow-through so that promising relationships are developed rather than left to go cold.
- Document what works, capturing learning from the pilot trusts to inform how the model scales across the wider federation.

Narrative and materials

- Support the development and maintenance of Groundwork's core public affairs narrative and materials, including a stakeholder deck and issue briefs on key themes.
- Draft briefings, correspondence and content for senior stakeholders, ensuring Groundwork's offer is communicated clearly and compellingly.
- Help ensure consistency of messaging across the federation, providing light-touch guidance and support to trusts as needed.

PERSON SPECIFICATION

Specification	Essential	Desirable
A genuine enthusiasm for politics and a belief that it can make a real difference - someone who follows political developments closely and is energised by the challenge of operating in a fast-moving environment.	✓	
Some experience of political or public affairs work - whether through a parliamentary or government role, a think tank, a campaign organisation, or a civil society body. We are more interested in instinct and aptitude than in a particular type of experience.	✓	
An understanding of how political relationships work in practice: how to identify the right people, how to get in front of them, and how to build trust over time.	✓	
Experience of supporting programme delivery, coordination and administration - reliable, organised, and capable of keeping multiple things moving at once.	✓	
Strong written communication skills, including the ability to draft clearly and concisely for senior audiences.	✓	
Excellent interpersonal skills - able to build genuine relationships with a wide range of people, from Groundwork chief executives to combined authority officials to Westminster contacts.	✓	
Political judgement: a feel for what matters, what will land, and what to leave alone.	✓	
Comfortable working with senior people and providing them with frank, practical advice.	✓	
Self-starter: able to work independently, manage their own time, and make things happen without being chased.	✓	
Commitment to Groundwork UK's values: Collaborative, responsive, focus on impact, and fairness	✓	
Experience of working with devolved governments, combined authorities or regional political structures		✓
An understanding of the policy areas relevant to Groundwork's work: warm homes and fuel poverty, green jobs and skills, nature recovery, place-based regeneration.		✓

Experience of supporting or coaching others to engage politically, rather than always being the person in the room yourself.		
Lived experience of any of the issues that Groundwork exists to address		