

GROUNDWORK

GREATER MANCHESTER



Community Project Assistant

Deadline - 27th September 2026



About the post

As a **Community Projects Assistant**, you'll provide vital support to a wide range of community and environmental projects, helping to prepare resources, coordinate activities, maintain project records and collect data that helps demonstrate the difference our work makes.

Salary

£21, 314

Post duration

Permanent

Hours

30 hours per week

Location

Trafford Ecology Park

Accountable to

Senior Community and Youth Projects Lead





Main purposes of the post

We're looking for a Community Project Assistant to support the delivery of a diverse range of community projects across Greater Manchester.

You will provide practical and administrative support to project teams, including organising materials, maintaining accurate records, collating project data and assisting with the delivery of events and activities that create positive outcomes for local communities.

You will help gather feedback, undertake research and analyse information to support project development and continuous improvement, while identifying opportunities to maximise resources, improve efficiencies and contribute to the future growth and sustainability of our work.

You'll support the delivery of projects like these:

[Green Community Hubs](#)

[Medlock Restoration](#)

[Women Warriors](#)

Who we're looking for

This is a varied and rewarding role suited to a motivated and organised individual who is passionate about supporting communities and helping deliver projects with meaningful outcomes.

You will have some experience of working with young people, families or community groups, either in a paid or voluntary capacity.

You will bring experience of managing administrative processes, maintaining accurate records, monitoring project information and contributing to impact reporting. You will be comfortable supporting project delivery, coordinating resources and assisting colleagues to ensure activities are delivered effectively and to a high standard.

You will be proactive, practical and detail-oriented, with experience of managing small projects and budgets. You will be able to organise your workload effectively, balance competing priorities and use feedback, research and data to support continuous improvement and positive outcomes for participants and communities.

Strong communication and interpersonal skills are essential, with the ability to work positively with people from a wide range of backgrounds and build effective relationships with colleagues, partners and participants.



How to Apply

To apply, complete the forms on our webpage, ensuring you use the Job Description (found on our website) to carefully outline why you think you are suitable for this post.

We request that you complete our Equality, Diversity and Inclusion Monitoring Form. If you prefer not to share this information, every question has a “prefer not to say” option which we would encourage you to use. Any information collected is used only for the purposes of monitoring the implementation of our Equality, Diversity and Inclusion policy and procedures during recruitment and selection. The information is not used in any way to inform the shortlisting process. Data is held securely and is not provided to any member of the selection panel.

Please send these documents to gmrecruitment@groundwork.org.uk and title the email **Community Projects Assistant**

Should you require assistance with any aspect of the application process please contact us in advance so that we can agree reasonable adjustments that we can put in place for you. For this, or to discuss any questions you may have about the role, please contact holly.openshaw@groundwork.org.uk

Appointment to this role will be subject to an enhanced record check through the Disclosure and Barring Service.

Deadline

27th September 2026

Interview dates

W/C 5th October 2026