



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

EMPLOYMENT JOB BROKER

CLOSING DATE: 12pm Friday 23rd October

Groundwork Cheshire, Lancashire and Merseyside

Charity Registration number 514727

74-80 Hallgate, Wigan, WN1 1HP

www.groundwork.org.uk

T: 01942 821 444 | E: recruitment@groundwork.org.uk



Are you ready to be part of something extraordinary?

At Groundwork, we're not just a charity – we're a movement for positive change, and we are delighted that you are interested in joining us.

Groundwork was created in the early 1980s, during a time of social and economic crisis. The world may have changed a great deal since then, but our purpose and our work has never been more relevant, as we continue to provide a beacon of hope during times of uncertainty.

Making a difference isn't just our goal, it's the very the reason we exist. Imagine helping people who have become isolated to regain their confidence and get into jobs and training, or supporting families struggling with rising bills, or empowering communities to tackle climate change head-on. That's what we do at Groundwork. We are changing places and changing lives – every day.

But we can't do it alone. We need passionate individuals who share our values and our commitment to positive change. We are committed to diversity and we also believe that people with lived experience of the challenges facing the communities we serve are part of the solution. So, whether you're just starting out in your career, or looking to take your next step, we want to hear from you.

Join our growing team, where collaboration, learning, and personal growth are not just encouraged – they're celebrated. With excellent working conditions and an inclusive and supportive environment, Groundwork is more than a job; it's a journey of development, discovery and impact.

I hope this insight into Groundwork makes you excited about the opportunity to work with us and becoming part of something truly special.

A handwritten signature in black ink, reading "A. J. Darron".

Andrew Darron, Executive Director



ABOUT GROUNDWORK CHESHIRE, LANCASHIRE AND MERSEYSIDE



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

Groundwork Cheshire, Lancashire and Merseyside is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 diverse projects. 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, this contributed to the following outputs and outcomes.

- ✓ **More than 1900 community organisations and businesses supported**
- ✓ **Over 3,700 young people supported to learn and achieve**
- ✓ **Around 800 volunteers engaged**
- ✓ **Over 110,000 m2 of land either improved or managed and over 1500 trees planted**
- ✓ **Over 250,000 benefitting from public spaces we've improved**
- ✓ **1,600 people helped to reduce domestic energy use, water use & waste sent to landfill**



WHAT IS IMPORTANT TO US



VALUES

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

We are environmentally aware and focused on communities in need.

We are knowledgeable, compassionate and work with integrity.

We provide leadership, are professional in our performance and driven to make a positive impact.

PROFESSIONAL

We are professional in our performance.

- hard working, efficient & effective
- ensuring all of our resources are used to maximise the impact of our work.

LEADERSHIP

We provide leadership and positive energy focused on helping communities to develop solutions.

INTEGRITY

We demonstrate the highest levels of integrity within our work.

- striving to build genuine partnerships that are committed to places for the long term.

MAKING AN IMPACT

We are driven to make a difference to our communities.

- we effect genuine change and we can demonstrate the impact of our work

COMPASSION

We take a person-centred approach that delivers compassionate support to those members of our community in need of our help.

KNOWLEDGE

We are knowledgeable in our field of expertise and use our creativity to develop new and innovative approaches to tackling difficult community problems.



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. 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').



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. Safeguarding is embedded in our organisational culture.

We ask all staff to undertake safeguarding training when they join us.



SUSTAINABILITY

We are committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our environmental 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.

RECRUITMENT PROCESS

CLOSING DATE: 12pm Friday 23rd October

To apply for this position, please complete the online application form via the relevant vacancy listing available on our website which can be found here:

<https://groundwork.org.uk/about-groundwork/careers-across-groundwork>

Please complete the following before the closing date:



Completed Application Form

Demonstrating how your knowledge, skills, experience and values meet the requirements of the role in line with the person specification.

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



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 Declaration of Convictions Form

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



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 stage.

*Groundwork Cheshire, Lancashire and Merseyside 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

You will be contacted shortly after the closing date with an update on the status of your application.

Interviews will take place in-person on 29th October.

Employment Job Broker

£26,228 - £30,933 per year

Connect people to opportunity. Create pathways into work. Make a lasting impact.

Every day, people face barriers that prevent them from finding meaningful employment. As an Employment Job Broker, you'll play a vital role in changing that.

Working across Blackpool, you'll build strong relationships with local employers, identify job opportunities, and support individuals to move closer to sustainable employment.

You'll be the link between people with potential and businesses looking for talent, helping to transform lives, strengthen communities, and support economic growth.

This is far more than a recruitment role.

It's about:

- Helping people overcome challenges and achieve their ambitions
- Creating opportunities for those who need them most
- Developing partnerships with employers who want to make a difference
- Supporting inclusive recruitment and workforce development
- Delivering real social impact across local communities

We're looking for someone who is passionate about helping people achieve their potential and secure a brighter future. You'll be a confident communicator who enjoys building relationships, creating opportunities, and making a real difference in people's lives. If you're proactive, driven, solutions-focused, and motivated by helping others overcome barriers to employment, this is an opportunity to be part of meaningful work that delivers lasting impact for individuals, businesses and communities.

If you're passionate about helping people into work and want a career where every day makes a difference, we'd love to hear from you.

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays (pro rata for part time staff)
- > Flexible working arrangements, depending on the needs of the role
- > Enhanced employer pension contribution (6%) increasing further with length of service
- > Cycle to Work salary sacrifice scheme, if eligible
- > Employee Assistance Programme
- > Death in Service Benefit, if eligible





JOB DESCRIPTION

Employment Job Broker

Salary:	£26,228 - £30,933
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9:00am to 5:00pm, Monday - Friday (includes 45 mins for unpaid lunch break) <i>Flexible start and finish times to be agreed with line manager</i>
Office Base:	@The Grange, Bathurst Avenue, Blackpool, FY3 7RW
Work Locations:	1 x day remote home-working, 2 x days in the community, 2 x days at @The Grange
Term:	Fixed term to March 2028 with potential extension, subject to available funding
Responsible to:	Programme Manager
Responsible for:	N/A

BACKGROUND

The programme is designed to support young people who are unemployed, economically inactive or facing barriers to work to successfully progress into employment, education or training. The programme provides a structured and supportive pathway that combines personal development, employability skills, career guidance and direct employer engagement to help participants build confidence, workplace readiness and long-term aspirations.

Through a blend of group learning, one-to-one coaching, sector-based employer activities and tailored support, the programme helps young people identify and overcome barriers such as low confidence, limited work experience, wellbeing challenges and caring responsibilities. Working closely with employers, Job Brokers and local support services, the programme enables participants to develop the skills, behaviours and resilience needed to secure and sustain positive outcomes, while creating clear pathways into local employment opportunities and future career progression.

For more information about the organisation, service or project please see www.groundwork.org.uk/sites/clm.

SCOPE OF THE ROLE

The Job Broker role sits at the heart of the programme, acting as the key link between young people seeking employment and employers with workforce needs. The role is designed to create, source and secure high-quality employment, work placement and apprenticeship opportunities for programme participants, helping young people transition successfully into sustainable work and career pathways. Through proactive employer engagement, vacancy generation and job matching, the Job Broker plays a pivotal role in converting participant potential into positive employment outcomes.

Working closely with employers, Jobcentre Plus, training providers and community partners, the Job Broker develops strong relationships across the local labour market to identify recruitment opportunities and address employer skills needs. Alongside employer-facing activity, the role provides personalised support to participants through vocational profiling, action planning, coaching, interview preparation and in-work support. By combining employer engagement with tailored participant support, the Job Broker helps young people overcome barriers, access suitable opportunities and sustain long-term employment, contributing to improved economic participation and social mobility.

MAIN DUTIES & RESPONSIBILITIES

- Develop and maintain a network of employers across a range of sectors, generating sustainable employment, work placement and apprenticeship opportunities whilst promoting the benefits of the programme.
- Proactively source, negotiate and manage a pipeline of quality-assured vacancies and placements that meet employer workforce needs and participant demand.
- Build trusted employer relationships through business development activity, networking, workplace visits and regular employer engagement, identifying recruitment challenges and creating inclusive employment opportunities.
- Develop an in-depth understanding of employer requirements, workplace culture, progression pathways and success factors to support effective job matching and sustainable outcomes.
- Use job matching and reverse marketing techniques to connect participants with suitable employment opportunities and create bespoke opportunities where required.
- Act as the primary liaison between participants and employers throughout the recruitment, onboarding and in-work support process, facilitating introductions, tasters and three-way discussions where appropriate.
- Agree onboarding arrangements, workplace support, reasonable adjustments and employment success plans to support successful job starts and retention.
- Complete vocational profiling and strengths-based assessments to identify participant aspirations, skills, barriers, support needs and employment goals.
- Develop and review Individual Support Plans, providing targeted coaching, job search support and interview preparation to enable progression into employment, placements, apprenticeships or training.

- Coordinate access to specialist and community-based support services to address barriers that may impact employment outcomes or sustainment.
- Provide ongoing in-work support to participants and employers, monitoring progress, addressing emerging issues and implementing appropriate interventions to maximise retention and progression.
- Work collaboratively with Jobcentre Plus, training providers, community organisations and other stakeholders to maximise employment opportunities and participant outcomes.
- Maintain accurate records of employer engagement, vacancies, participant activity and contractual outcomes, ensuring compliance with programme requirements.
- Gather and utilise employer and participant feedback to support continuous improvement and a high-quality customer experience.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

Person Specification

(requirements of the job holder)

Assessment Method Key –

A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E)	Desirable (D)	Assessment Method
Experience			
Proven experience in recruitment, employer engagement, business development, sales, account management, employment services or a similar employer-facing environment	✓		A / I
Experience developing employer relationships and generating vacancies, placements or employment opportunities	✓		A / I
Strong networking, business development and relationship building skills	✓		A / I
Ability to identify employer needs and convert discussions into recruitment or placement opportunities	✓		A / I
Experience matching candidates to vacancies and supporting successful recruitment outcomes	✓		A / I
Knowledge of local labour markets, employer recruitment practices and workforce trends	✓		A / I
Experience working to performance targets, outcomes and contractual requirements	✓		A / I
Welfare-to-work, employability or supported employment experience		✓	A / I
Experience working with young people		✓	A / I

	Essential (E)	Desirable (D)	Assessment Method
Knowledge of apprenticeships, traineeships and skills pathways		✓	A / I
Experience using reverse marketing, job carving or supported employment methodologies		✓	A / I
Knowledge			
Knowledge of the local area	✓		A / I
Knowledge of the issues facing NEET young people	✓		A / I
Knowledge of barriers to learning for people with complex barriers, mental health challenges		✓	A / I
Knowledge of local employer opportunities and support		✓	A / I
Understanding of local labour market and national policy changes that support young people into sector related roles		✓	A / I
Skills and Abilities			
Strong communication, influencing and negotiation skills	✓		A / I
Able to utilise word processing, email, power point, spreadsheets and databases in the course of your work	✓		A / I
Ability to manage pipeline of employers, vacancies and participants simultaneously	✓		A / I
Able to communicate effectively in person and in writing, using versatile and creative approaches when needed	✓		A / I
Attention to detail and highly organised		✓	A / I
Enthusiastic motivator with patience, able to adapt communication style and use appropriate language		✓	A / I
Ability to coach, mentor and guide individuals with complex needs, to transform ways of thinking and enable positive growth mindset		✓	A / I

	Essential (E)	Desirable (D)	Assessment Method
Education, Training & Qualifications			
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	✓		A / I
Youth & Community qualification or equivalent	✓		A / I
Safeguarding Level 2		✓	A / I
Training, Assessment and Qualification Assurance Qualification		✓	A / I
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	✓		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	✓		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	✓		A
Willingness to attend departmental/trust meetings/training events as and when required.	✓		A
Access to own transport in the course of your duties.	✓		A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any specific requirements or reasonable adjustments.

Groundwork Cheshire, Lancashire and Merseyside strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

As a Disability Committed employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.

We are proud to demonstrate our commitment to fair pay by ensuring that every employee within our organisation receives at least the Real Living Wage. This pledge reflects our belief that work should provide not only financial stability but also dignity and respect. By paying the Real Living Wage, we aim to support our team's wellbeing and contribute to a more equitable society.

>> How to apply

Interested?

To apply for this position, please complete the online application form for the relevant vacancy, located here:

<https://groundwork.org.uk/about-groundwork/careers-across-groundwork>

Please submit your application form before the closing date.

If you have any queries, please contact us:

Email: recruitment@groundwork.org.uk

Tel: 01942 821 444

CLOSING DATE FOR APPLICATIONS: 12pm Friday 23rd October 2026

Please note:

We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. We therefore encourage interested candidates to submit their applications as soon as possible.



**Groundwork Cheshire, Lancashire
and Merseyside.**

