

Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

EMPLOYMENT COACH

CLOSING DATE: 12pm Friday 27th November

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.



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 27th November

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.

Employment Coach
£26,228 - £30,933 per year

Inspire Confidence. Unlock Potential. Change Lives.
At Groundwork Cheshire, Lancashire & Merseyside, we believe every young person deserves the opportunity to thrive. We're looking for an enthusiastic and compassionate Employment Coach to support young people facing barriers to employment, education and training, helping them build the confidence, skills and resilience needed to achieve lasting success

This isn't just another employment support role.

It's an opportunity to become a mentor, motivator and advocate for young people who need someone to believe in them and help them realise what's possible. Every conversation, workshop and success story will have a direct impact on someone's future.

We're Looking for Someone Who
- Believes in the potential of young people
- Can motivate and inspire others to achieve their goals
- Builds positive relationships and communicates with confidence
- Is passionate about supporting people facing challenges
- Wants a career with purpose, impact and real community value

The Difference You'll Make
Every young person who secures a job, returns to education, gains confidence or discovers a new career path will do so because of the support, encouragement and opportunities you helped provide.

Your work won't just change outcomes. It will change lives.

Empower young people. Strengthen communities. Build brighter futures. Apply today.

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 Coach

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) *Flexible start and finish times to be agreed with line manager*
Office Base:	74 - 80 Hallgate, Wigan, WN1 1HP
Work Locations:	1 x day remote home-working, 2 x days in the community / St. Helens, 2 x days at our Wigan office
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 Employment Coach service is designed to support young people who are unemployed, economically inactive or at risk of becoming NEET to develop the confidence, skills and resilience needed to progress into employment, education or training. The role provides a holistic, person-centred approach that combines engaging group learning with tailored one-to-one support, helping participants identify their strengths, overcome barriers and build realistic pathways towards sustainable outcomes. Drawing on practical employability training, personal development activities and workplace preparation, the service equips young people with the skills, behaviours and confidence needed to succeed in the labour market.

Working closely with employers, Job Brokers, education providers and local support services, the Employment Coach helps create a seamless progression journey for each participant. Through group workshops, coaching, sector taster preparation, career planning, wellbeing support and referrals to specialist services, the programme supports young people to address challenges such as low confidence, limited work experience, caring responsibilities, wellbeing concerns and skills gaps. By connecting participants with opportunities, support networks and employer engagement activities, the service enables young people to increase their employability, strengthen their independence and achieve positive long-term progression into work, learning and training.

MAIN DUTIES & RESPONSIBILITIES

- **Group Learning Delivery:** Design and facilitate engaging, interactive group sessions that build practical life, workplace and employability skills, including communication, teamwork, problem-solving, resilience, digital skills and workplace behaviours.
- **One-to-One Support:** Provide tailored one-to-one coaching and guidance, helping young people understand their strengths, identify goals, overcome barriers and develop realistic progression plans.
- **Youth Employability:** Support young people to understand the world of work, develop confidence and workplace readiness, and build the skills and behaviours needed to secure and sustain employment.
- **Job Search & Career Skills:** Deliver learning around CVs, applications, job search, interview preparation, transferable skills and understanding employer expectations.
- **Sector Tasters:** Work closely with Job Brokers to prepare participants for employer-led sector tasters, helping young people explore different industries, job roles and career pathways through meaningful exposure to local employers.
- **Employer Collaboration:** Work alongside Job Brokers and employers to ensure learning reflects current local labour market needs and provides participants with relevant insight into workplace expectations and opportunities.
- **Wellbeing & Caring Responsibilities:** Deliver appropriate wellbeing interventions and practical support for participants whose progression may be affected by childcare or caring responsibilities, confidence, wellbeing or other personal circumstances.
- **Local Support & Referrals:** Identify additional learning, skills, wellbeing and support needs and work with Job Brokers to connect participants with appropriate local services, community organisations, learning providers and specialist support.
- **Participant Progression:** Monitor engagement and progress, provide feedback and adapt learning or support to ensure each participant receives the right intervention at the right time.

- **Collaboration:** Work collaboratively with Job Brokers, colleagues, employers, Jobcentre Plus, training providers, community organisations and other partners to provide holistic, person-centred support.
- **Resources:** Develop and maintain engaging learning materials, guides, handouts and other resources that support young people's personal development, employability and progression.
- **Records & Outcomes:** Maintain accurate records of participant engagement, learning activity, referrals and progression, contributing to programme performance, quality standards and contractual outcomes.
- **Continuous Improvement:** Gather and respond to participant and employer feedback, contributing to the continuous improvement of the service.

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			
Planning, delivering and assessing programmes of activity	✓		A / I
Proven experience of leadership, preferably leading groups of people and/or volunteers	✓		A / I
Experience of working with people who have complex needs, mentalh health barriers and personal wellbeing challenges	✓		A / I
Supporting young people who are NEET or have multiple challenges to gaining employment	✓		A / I
Experience in coaching and mentoring young people	✓		A / I
Experience of signposting service users to local services for additional support		✓	A / I
Experience of marketing and promotion activities		✓	A / I
Experience providing in work support for young people		✓	A / I
Designing and delivering effective curriculum packages that transform young peoples outcomes		✓	A / I

	Essential (E)	Desirable (D)	Assessment Method
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			
Able to utilise word processing, email, power point, spreadsheets and databases in the course of your work	✓		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
Education, Training & Qualifcations			
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

	Essential (E)	Desirable (D)	Assessment Method
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 27th November

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.



GROUNDWORK
CHANGING PLACES
CHANGING LIVES