



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

PROJECT DIRECTOR - DOWN TO EARTH

Groundwork CLM | Charity Registration number 514727
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**ARTS COUNCIL
ENGLAND**

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 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





JOB DESCRIPTION

Project Director

Salary:	£42,391 - £46,812
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9.00 am to 5.00 pm (includes 45 mins for unpaid lunch break) <i>Flexible start and finish times to be agreed with line manager based around event delivery.</i>
Location:	Wigan Relocation package considered, subject to candidate appointed
Term:	Permanent (Subject to available contract funding)
Responsible to:	Programme Director (Employment and Skills)
Responsible for:	Full-time Programme Manager, Full-time Community Engagement Manager, Full-time Admin/Marketing officer

SCOPE OF THE ROLE:

Down To Earth is one of the 39 projects initiated by Arts Council England's national Creative People and Places (CPP) programme Down to Earth focuses on Wigan Borough's green spaces as sites for cultural engagement. The programme invites our community to shape, create and grow local, national and international work across the borough that happens within minutes, rather than hours, of our homes, parks, schools and best-loved spaces.

During community consultations, both a love for green spaces and the borough's well-known 'down to earth' attitude came across as very important to local people – creating the programme name.

As an action learning project Down To Earth aims to cultivate the people of Wigan's sense of humour, to create joyful cultural experiences together and to increase ongoing participation in the opportunities that culture provides in the borough. The Down To Earth consortium members include Groundwork, Wigan Council, Lancashire Wildlife Trust and Everything Human Rights.

MAIN DUTIES

- Lead the development and implementation of Down to Earth's business plan, reviewing and refreshing the plan on an annual basis.
- Be visible, transparent, clear, committing power, resources and responsibility to communities to both shape and lead this work, developing Down To Earth 'with' and not 'for' communities by co-commissioning new work at a grassroots level; co-designing new and better ways for community voice to sit at the heart of our work; and working together with residents, organisations and artists to unearth shared priorities.
- Drive and deliver an inspirational programme of creative activity which amplifies, compliments and involves the existing cultural infrastructure and meets the objectives of the CPP programme.



- > Line manage the Project Team including Programme Manager, Community Engagement Manager and Admin/Marketing Officer, providing positive, motivating and strong leadership so that all team members are fully aware of and working towards the CPP objectives. Advocate for the value of arts and culture by representing Down To Earth at local, national and international levels, contributing to building a public profile for the Down To Earth programme and developing partnerships that support the sustainability of the programme.
- > Oversee the effective management of financial resources; managing programme budgets, commissioning, and ensuring efficiency and value for money.
- > Lead on further fundraising, identifying, and securing necessary match funding, aligned with Down to Earth's business plan and longer-term vision.
- > Create a framework for commissioning and have overall responsibility and management of contracts.
- > Maintain sound programme administration, providing timely progress and management reports to the lead partner and consortium to inform effective decision making, and to funders to fulfil all reporting conditions.
- > Monitor performance of the programme, working closely with external evaluators to gain a deeper understanding of the impact of Down To Earth, to share learning widely, and to react in response to new intelligence.
- > Ensure all programme activity complies with necessary policies and procedures and current legislation, providing clear records at all times including (but not restricted to) Equality, Health and Safety, Safeguarding, GDPR/Data Protection, and insurances.
- > Explore ways to reduce Down to Earth's carbon footprint, creating a strategy for engaging communities, artists, change-makers and technical professionals whilst being exceedingly mindful of environmental impacts of the programme.

We want to :-

- Meet people's cultural needs and appetites, no matter their starting point.
- Take people on a journey from observer, to participant, to shaper & advocate.
- Build and develop new audiences for culture, that support the long-term sustainability of culture in Wigan.

In our Business Plan we intend to deliver these outcomes through the following 3 strands :-

- Programmed and Produced
- Community Engagement
- Community Commissions



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
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 delivery 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. Education/Qualifications.	✓		A
Education / Qualifications			
GCSE grade C or above in both Maths and English (or equivalent)	✓		A
Additional qualifications demonstrating continuous personal development and learning linked to the role		✓	A

	Essential (E)	Desirable (D)	Assessment Method
Experience			
Experience of engaging communities as decision makers and leaders in creative projects	✓		A/I/P
Developing and sustaining arts, cultural and/or creative initiatives and programmes that push the boundaries of artistic excellence.	✓		A/I/P
Proven ability to plan, manage and execute large scale programmes and/or public facing events with significant budgets, on time and to budget	✓		A/I/P
Track record of fundraising and income generation	✓		A/I
Experience of working in areas with low levels of cultural engagement, with diverse communities	✓		A/I
Health and Safety / Safeguarding Management	✓		A/I
Proven Line management / Staff Development experience	✓		A/I
Skills & Attributes			
Ability to maintain effective, positive, and long-lasting working relationships with a wide variety of people, organisations, and funders	✓		A/I
Keen eye for administrative detail and record keeping	✓		A/I
Excellent verbal and written communication skills and ability to present at meetings and events	✓		A/I/P
Pro-active approach to work & highly self-motivated.	✓		I
Proven Leadership skills with the ability to develop and nurture a staff team, creating vision and motivation through passion and enthusiasm	✓		A/I
Ability to work effectively under pressure and handle changing priorities, whilst solving problems.	✓		A/I
Strong numeracy skills, financial management skills and able to set and analyse significant budgets	✓		A/I
Computer literate including all Microsoft packages	✓		A/I
Commercial skills and ability to develop opportunities	✓		I

	Essential (E)	Desirable (D)	Assessment Method
Values & attitudes			
Integrity	✓		I
Team player and role model	✓		I
Tact and Diplomacy	✓		I
Committed to Personal Development	✓		I
Ability to relate to people and set professional standards.	✓		I
Commitment to equal opportunities and an ability to relate to diverse communities.	✓		I
Knowledge			
Knowledge of relevant funding streams that can support our work.	✓		I
Other			
Satisfactory Enhanced DBS check.	✓		A

Project Director (Down To Earth)

£42,391 - £46,812

Wigan



About You

As an exceptional creative leader and an advocate of enabling others, you strive to provide equal access to world-class arts and culture for all and advocate widely for how creativity can transform lives. You believe in the strength of true collaboration and the sharing of power with people so that arts and culture provision is shaped by the communities it is here to serve. You are curious, believing that there is much to be learned from local residents, organisations and active evaluation, and pride yourself on being a flexible, responsive leader who is excited to listen, respond and implement learnings to develop a programme that is completely unique to our diverse people and places.

You provide strong, ambitious, and thoughtful leadership needed to deliver Down To Earth whilst championing cultural sustainability and instigating long-term change - leaving a cultural legacy for future generations.

The ideal candidate would describe themselves as:-

- A highly motivated, organised individual who is able to think strategically, effectively manage the current programme budget of just under £1m, develop income beyond 2026 & identify new opportunities to create strategic synergy and sustainability.
- A leader excited to lead a talented team, develop its potential and foster a supportive and positive team culture that enables colleagues to thrive.
- A comfortable communicator, able to operate and influence at a strategic senior level whilst being able to seamlessly build deep and lasting relationships with communities. With funders, you will be experienced in monitoring and reporting, developing meaningful and long-lasting relationships.
- A pro-active leader and role model with bags of enthusiasm, initiative and a willingness to do what is necessary to ensure Down to Earth is successful for Wigan Borough, which could include working evenings and weekends and travelling to sites across the borough.
- The Project Director will lead Wigan Borough's Creative People and Places project team. This currently includes full-time staff in a Programme Manager, Community Engagement Manager and Admin/Marketing Officer. The Project Director will report regularly to the Down to Earth Consortium, funders and will be line managed by the Programme Director at Groundwork CLM.
- The purpose of the job is to lead the delivery of all aspects of the Down to earth project, supported by the delivery team, in achieving the objectives of the CPP Funding Agreement from Arts Council England.

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays
- > Flexible working arrangements, depending on the needs of the role
- > 6% employer pension contribution increasing with length of service
- > Cycle to Work salary sacrifice scheme
- > Employee Assistance Programme
- > Death in Service Benefit








How to apply

CLOSING DATE: 5pm Friday 24th May 2024

Our application pack is available on our website:

<https://www.groundwork.org.uk/jobs/project-director-down-to-earth/>

Please return 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 CLM 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.

You can send via email to: recruitment@groundwork.org.uk

Alternatively, you can send via post to: Groundwork CLM Recruitment,
74-80 Hallgate, Wigan, WN1 1HP.

PRE APPLICATION DISCUSSION

We warmly invite you to join us on Friday, May 17th for a chance to discuss the role in more detail before you apply. If you're interested in booking a 30-minute online appointment to explore this opportunity further, please schedule your slot in advance by emailing recruitment@groundwork.org.uk or by calling 01942 821 444.

INTERVIEWS

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

Interviews will take place on Friday 31st May at our office in Wigan.

ABOUT GROUNDWORK CLM

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



Groundwork CLM is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 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, 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**



WORKING FOR GROUNDWORK CLM



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. 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.



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.



SUSTAINABILITY



Groundwork CLM is 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.



Groundwork Cheshire, Lancashire
and Merseyside.

