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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Justice & Employment Manager |  |
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| **SALARY** |
| Pay Grade: C  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent  36.66 hours per week  Based at Groundwork offices in Trafford Park or Ashton-under-Lyne, prisons and community settings within Greater Manchester.  We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements. |

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| **ACCOUNTABLE TO** |
| Strategic Lead for Skills & Justice |

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| **RESPONSIBLE FOR** |
| Line Management of: Tutor’s, Employment Coaches, Employment Leads and Project Support Roles |

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| **OVERVIEW OF THE POST** |
| Manager within Employment & Enterprise Directorate, and member of Trust Delivery Management team, responsible for managing existing and developing new vocational skills and employment programmes for people involved with the criminal justice system i.e. serving prisoners and people supervised by probation, and armed forces veterans  Responsible for:   * Ensuring excellent operational delivery within programmes focused on participant experience, achievement and progression outcomes * Meeting commissioner, partner and stakeholder requirements * Effective financial management and forward financial planning for programme area * Leading and managing business development function for programme area in line with growth targets and priorities * Driving culture and values within delivery team |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Leads and effectively manages large scale programme of contracts and services focused on building vocational and employability skills of learners leading to sustained employment destinations * Ensure delivery of a high-quality service that delivers positive outcomes for service users, including a focus on supporting people into jobs and careers in construction and green economy sectors |
| **Business & Service Development**   * Leads and manages the business development programme of work for Justice & Employment Team * Maintains, sustains and grows justice and employment programme at agreed scale and pro-actively identifies opportunities to achieve this * Manages & grows delivery partnerships and relationships, including with criminal justice services, employers and commissioners * Leads and manages service improvement and development plans for employment, skills and justice programme * Champions our listening and learning culture and uses data to inform service development within employment, skills and justice programme |
| **Financial & Resource Management**   * Is responsible for justice and employment programme budget and financial performance of individual contracts, including maximising income from payment by results contracts * Supports longer term (2-3 years) financial planning for justice and employment service area * Develops and delivers financial sustainability plans for justice and employment programme * Plans for effective use of resources within justice and employment porgramme * Identifies external funding opportunities to support core costs and / or innovation and makes recommendations on these * Secures new income for programme area through mixture of supply chain negotiations and submission of new bids and tenders |
| **People Management & Development**   * Drives culture and values within team * Supports delivery of strategic workforce development plans * Uses feedback (trends, insight etc) to influence policy and action * Is responsible for team performance (well-being, development & performance) * Is responsible for most effective use of people within team |
| **Internal Management**   * Embeds policies and procedures across justice and employment programme area * Leads development & delivery of business improvement priority plans (as identified within our strategy) * Collates, analyses and learns from data to improve internal and external service delivery * Champions the use of data to drive improvements to delivery, including data related to people (HR), service delivery and development (impact) and processes (business performance) * Remains on top of market and emerging trends/latest insights for justice sector and uses these to inform service development plans |
| **Other**   * Deputises for Strategic Lead to cover short term absence or capacity issues |

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| **Person Specification** | |
| **Essential Experience**   * Experience of managing people * Strong track record of managing contracts in a justice, training or welfare to work setting * Experience of delivering services for people involved with the criminal justice system, or adults with complex needs * Proven experience of meeting and exceeding employment outcomes and targets * Experience of managing and developing new client and employer relationships, particularly within construction, land or related sectors * Experience of engaging with external partners, building effective networks and representing organisation on external partnerships * Substantial experience of using management information systems and using and analysing data to support decision making | **Desirable Experience**   * Experience working within a custodial setting * Experience of delivering provision subject to Ofsted inspection * Experience of income generation |
| **Essential Knowledge, Skills and Qualifications**   * Positive mindset with the ability to motivate, engage and inspire * Resilient and tenacious to not give up despite setbacks and frustrations * A commitment to integrity and delivery of high-quality services * Excellent project and people management skills * Understanding of the criminal justice system and arrangements for working within both community and custodial settings * Exceptional drive with ability to motivate self and others and foster good working relationships both internally and externally * Non judgemental and trustworthy * Ability to influence and negotiate, both internally and externally * Outstanding interpersonal skills and ability to build rapport with a range of people from different sectors and backgrounds * Ability to produce written reports and content to a high standard * Fluent user of ICT | **Desirable Knowledge, Skills and Qualifications**   * L3 or L4 Information Advice and Guidance qualification * Good knowledge of current green skills and sustainability issues and how these relate to the construction and land sectors in particular |
| **Values and ethos:**   * Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed across the organisation * Passion for the organisation and our work * Actively seeks learning and development * A genuine belief in the transformative effect of re-joining the labour market after unemployment * A positive approach and commitment to the rehabilitation of people who have served a custodial sentence * An understanding and empathy towards the issues faced by people with a criminal record * A commitment to educating people to develop more sustainable behaviours * Passion and drive to make a positive difference to people’s lives | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system * Willingness to travel within the region * This post will be c. 50% prison based * Comply with the organisation’s policies and procedures including, but not exclusively, Equity, Diversity and Inclusion, Data Protection, Health & Safety, Safeguarding and Environment * This post will be subject to a Standard DBS (adult workforce) check and prison security vetting. |

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| **PREPARED BY:** | Jill Eckersley |
| **PREPARED ON:** | 12/12/24 |