



# Recruitment Pack

Programme Assistant and Volunteer Coordinator



We use the power of nature to inspire hope and unlock potential in young people.

grow

## About Grow

Grow is a youth development charity working with 16-24 year olds facing significant challenges in Sheffield. Many young people we work with experience mental health difficulties that have resulted in social isolation and a lack of engagement in work or training prospects. Our programmes combine coaching with gardening and nature-based activities to help our trainees combat social isolation, boost their wellbeing and develop employability skills.



## Our vision

We want to see a world where all young people have the opportunity to thrive and reach their full potential.

## Strategic goals 2026 - 2031

Over the next five years, we will focus on extending our reach, building long-term financial resilience, and expanding our services so more young people and communities can benefit. Here are our strategic goals for the next five years:

- Broaden our reach for young people who are NEET (Not in Education, Employment, or Training)
- Strengthen Grow's financial stability and diversify income streams
- Grow our reach to young people beyond our current target audience

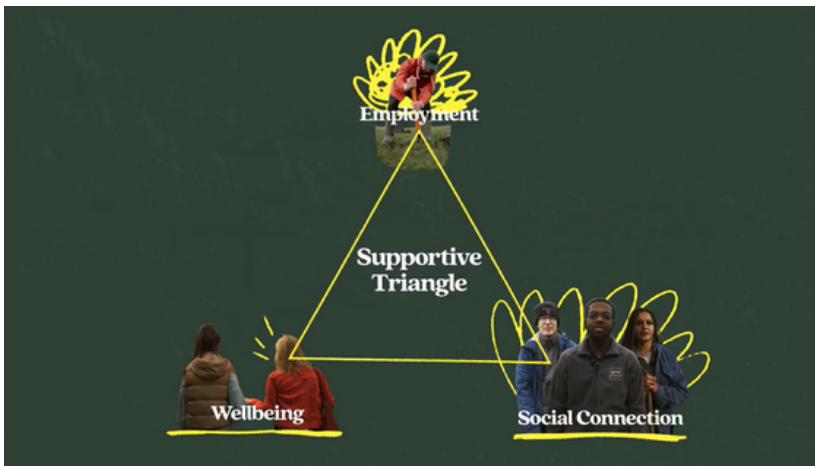


## Our impact

Our delivery framework is designed to cultivate holistic change in three key areas:



[Watch this video](#) to learn more about our impact areas:



## Our aims

Our aim is to impact our young people by:



75% of trainees with positive employment or training status



15% increase in wellbeing



15% reduction in social isolation

## Video stories

Meet the young people behind our mission - explore their stories and discover the real impact of Grow's work on their lives.

[Leah's story - WATCH VIDEO](#)

Overcoming challenges through nature and moving forward.



[Finley's story - WATCH VIDEO](#)

From police encounters to life-changing impact through Grow.



[Elliott's story - WATCH VIDEO](#)

Opening up about the challenges he's faced and a way forward.



[Jonathan's story - WATCH VIDEO](#)

From feeling "hopeless" to a renewed sense of direction.



# Our timeline

2018



Feb 2018  
Charity status gained

Oct 2018 .....  
Deliver our first nature based  
employment programme  
(Grow Programme)

2019



Jan - Dec 2019  
Delivery of three further  
Grow Programmes  
secures funding and  
builds reputation with  
referrers

2020



Mar - May 2020 .....  
Grow pause due to pandemic

May 2020

The Potting Shed micro  
plant nursery launched + Wellbeing drop-in  
session in response to  
pandemic

2021

Jun 2020  
Delivery of small pilot of  
Grow Gardeners

Feb 2021  
Launch of first full year  
of Grow Gardeners



Sep 2020  
Walk & Talk mentoring  
programme in response  
to pandemic

2022



Feb 2022  
Launch transitions and  
alumni support work

Sep 2021  
Move into town centre office



2023



Mar 2022 .....  
Pilot new approach to connect  
programmes and create journey  
for trainees

May 2023  
Move to Green Estate



April 2023  
New recruits:  
Programme and Impact  
manager, and  
programme leads for  
The Potting Shed and  
Grow Programme

2024



Jul - Nov 2024  
Programme restructure to focus  
on Grow Programme, Grow  
Gardeners and alumni work.  
Employer partnerships are  
developed to create job  
opportunities for Grow Gardeners



Through 2024  
Significant transformation of the Grow Farm  
(Plant beds, wildlife pond, polytunnel  
construction, compost bays, planting)

2025

Jun - Oct 2025  
Delivered our first pilot in  
High Green, North Sheffield



## Our values

At Grow, our values shape everything we do:

**Nature** – Connection to nature is a key ingredient to thriving as a person. This involves time spent in nature but also choosing to cherish and protect nature where possible

**Growth** – Everyone has the ability and the right to grow

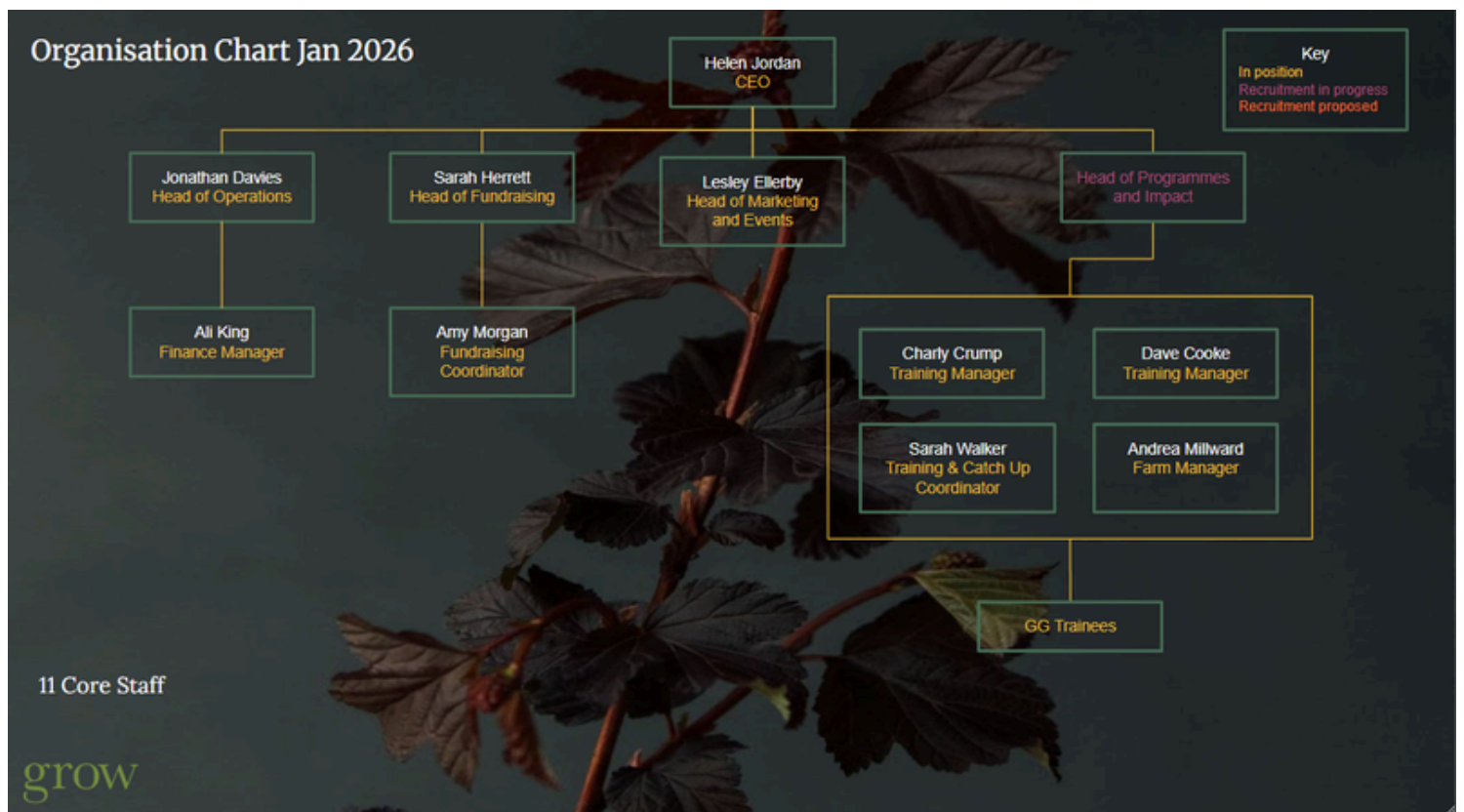
**Creativity** – Creativity is a tool for inspiration, problem solving and creating opportunities

**Team** – Grow is a dynamic team where everyone’s skills, qualities and lived experience is celebrated. Involve others in the problem and work out the solution together.

**Simplicity** – A simple approach is often the most efficient and accessible



## Our team



## The role

As our **Programme Assistant and Volunteer Coordinator**, you will be the driving force behind Grow's Training and Employability Programmes. You will guide trainees from their first referral through to their next steps beyond Grow whilst also developing a strong, purposeful volunteering programme to support the work that we do. If you are passionate about working with young people and are interested in supporting volunteers in their role, then please read on.



### Programme Design & Delivery

- Manage the referral pathway, acting as the primary point of contact for Sheffield-based partners and arranging pre-visits for prospective trainees.
- Lead the welcoming process, introducing young people to Grow's nature-based programmes, coaching culture and mission.
- Handle all enrolment paperwork, trainee assessments, and the establishment of coaching contracts.

### Programme Delivery & Support

- Provide coaching and practical support during training sessions, ensuring young people are engaged and safely transported onto our green space.
- Assist Training Managers in delivering core coaching modules and contribute to the evolution of programme resources.
- Lead 'Next Steps' support, providing external signposting and organising events for our alumni community.

### Volunteer Management

- Develop and execute a volunteering strategy that aligns with Grow's goals.
- Coordinate the recruitment, induction, and scheduling of volunteers. You will oversee the quality of their 1-to-1 coaching by reviewing logs and providing constructive feedback.
- Ensure all volunteers are fully briefed on safeguarding and health and safety policies and have completed all core training.
- Oversee the DBS administration process, ensuring timely checks and accurate record-keeping.

### Operations & Impact

- Track impact data and trainee progress to support the Head of Programmes & Impact in assessing overall success.
- Maintain rigorous health and safety standards by completing and updating risk assessments.
- Participate in trainee interviews and assist with disciplinary procedures when necessary.

## Person specification

### Desirable criteria

- An understanding of horticulture or a passion for working with plants.
- Experience or a strong interest in working in an outdoor, farm, or garden setting.
- Ability to inspire young people through nature-based activities.

### Essential criteria

- Experience of working with young people
- Coaching/mentoring skills gained through relevant work experience

### Personal attributes

- Champion and ambassador for the work and mission of Grow.
- Prepared to work flexibly, with occasional evening work.

## Employment terms and training

<b>Job title</b>	Programme Assistant and Volunteer Coordinator
<b>Contract</b>	Permanent contract
<b>Hours</b>	Monday, Tuesday and Wednesday (21 hours per week)
<b>Location</b>	Sheffield, on-site
<b>Salary</b>	<b>Pro rata salary is £16,164</b> (Full time equivalent - £26,940)
<b>Pension</b>	5% Pension Contribution
<b>Holiday</b>	25 days per annum (plus statutory) pro rata
<b>Perks</b>	1 additional leave day on your birthday 1 day additional leave earned for every year worked (up to a max. of 5 days, pro rata) BHSF health cash plan scheme

Any role offer is subject to an enhanced DBS check.

### Training

- Support and training will be provided as needed to ensure the post holder's success and development in the role. Initial development needs will be identified and addressed during the probation period.
- Monthly training sessions take place at 10.30am, on the first Monday of each month. This is for all employees to come together to learn and socialise.

## Next steps

To apply, please email your CV and cover letter to: [admin@growuk.org](mailto:admin@growuk.org). (The cover letter should be no more than 2 sides of A4) Please include why you are interested in this role and how your experience or interests meet the job description and person specification.

**Closing date: Sunday 7th June 2026**

**Interviews:** Interviews will take place w/c 22<sup>nd</sup> and 29<sup>th</sup> June 2026

We welcome informal phone conversations in advance of submitting an application. Please get in touch via [admin@growuk.org](mailto:admin@growuk.org) and we will organise a call.

### Welcoming applications

We especially welcome applicants who are under-represented within the charity sector. We aim to build a team with diverse perspectives, backgrounds, and skills, as we believe diversity is a strength. We aim to actively support people with protected characteristics and/or those who are neurodiverse. If this is you, we will make reasonable adjustments to accommodate you in the role. We look forward to hearing from all interested candidates.

