

Development Worker – Places of Welcome

Job Application Pack

June 2022

Deadline For Applications:

5pm on Friday 8th July 2022

Interviews:

Monday 18th July 2022

If you have any questions, or would like to talk to someone about the role, please email our CEO Lily Axworthy at: lily@greatertogethermanchester.org

Completed Application Forms should be submitted to:
recruitment@greatertogethermanchester.org by 5pm on Friday 8th July 2022

About Greater Together Manchester

Greater Together Manchester is a charity that looks to tackle poverty and deprivation across Greater Manchester and Rossendale.

Founded as a joint venture between Church Urban Fund and the Diocese of Manchester, we work with churches, faith and community groups, charities, organisations, and individuals all over Greater Manchester to tackle poverty and deprivation, and to find ways to support the most vulnerable people in our society. We work with local, grassroots groups to develop their responses to concerns or problems in their own communities, providing advice, support, infrastructure and support with fundraising.

Mission Statement:

- To kick-start, grow and support social action/community outreach projects and initiatives by equipping churches, groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people, and organisations together to help them to share best practice, resources, and ideas.
- To work together with multi-agency partners to influence local, regional, and national policy and strategy.
- To provide training and information to individuals and organisations to help equip them with the skills and knowledge they need to support and sign post vulnerable people more effectively.

About Places of Welcome

The Places of Welcome movement is a growing network of hospitality run entirely by volunteers from community groups who want to make sure that everyone in their area has a place to go for a friendly face, a cup of tea and a conversation if and when they need it.

Each Places of Welcome is open at the same time every week, offering hospitality to everyone. They help build community and offer a safe space for people to meet and connect. It is not an activity run for people with a particular interest or targeted at a specific group of people. What each Place of Welcome aims to do is create an environment where everyone feels welcome and can contribute their skills.

There are now over 400 Places of Welcome nationally with over 30 in Greater Manchester using local venues where people can find company and be valued for who they are.

The large majority of these Places of Welcome are in churches, and the primary task for this post will be working with Church of England churches across the Diocese of Manchester.

The guiding principles for Places of Welcome are expressed in the 5 Ps:

- **Place:** An accessible and hospitable building, open at the same time every week.
- **People:** Open to everyone regardless of their circumstances or situation and staffed by volunteers.
- **Presence:** A place where people actively listen to one another.
- **Provision:** Offering free refreshments (at least a cup of tea and a biscuit) and basic local information.
- **Participation:** Recognises that every person coming to a Place of Welcome will bring talents, experiences, and skills that they might be willing to share locally.

These principles build up an ethos where everyone is encouraged to participate using the skills and resources which volunteers, and guests contribute. Some engage in craft activities, share practical skills, cook together, arrange for trips out, and run computer classes. Some have close links with job clubs and foodbanks running from the same venues. Places of Welcome also provide natural opportunities for signposting on to local services. Many, though not all, Places of Welcome are based at churches which, in several neighbourhoods, can provide an initial point of engagement with local communities.

Development Worker – Places of Welcome

Job Title	Development Worker – Places of Welcome
Employer	Greater Together Manchester
Responsible to	Chief Executive Officer
Location	Hybrid Working - Office & Homebased (travel around GM required) *
Hours	14 hours per week (0.4 FTE – flexible working, days to be agreed)
Duration	2-year fixed term contract (possibility of extension subject to funding)
Salary	£23,000 per annum pro rata (£9,200 actual per annum), plus 7% pension contribution
Annual Leave	28 days per annum plus bank holidays pro rata (12 days actual per annum)

Purpose of the Post

To support the expansion of the Place of Welcome network across Greater Manchester and Rossendale, with a particular focus on churches within the Diocese of Manchester.

This post has been funded by the Manchester Diocesan Council for Social Aid.

Main Duties and Responsibilities

- To encourage and support new community venues, in particular Church of England churches, to become Places of Welcome.
- To respond to new Place of Welcome enquiries, supporting new venues to join the network.
- To seek out existing projects that share the values of Places of Welcome, explore with them whether it would be beneficial for them to join the network.
- To provide advice, guidance, and support to existing Places of Welcome, establishing networks of mutual support and connecting them to training and opportunities to share best practice.
- To support the collaboration of Places of Welcome with one another and with other organisations and community groups.
- To raise the profile of Places of Welcome amongst statutory and voluntary organisations, to help increase attendance and support for local Places of Welcome.
- Develop and manage external communications, including newsletters, social media accounts and seeking new opportunities to promote Places of Welcome across Greater Manchester.
- Develop new ways to monitor and evaluate the impact of Places of Welcome.
- Attend local and national network meetings and deliver presentations about Places of Welcome.

Person Specification

Quality	Description	E	D
Skills	Ability to work independently and flexibly.	✓	
Skills	Excellent communication skills, both written and verbal.	✓	
Skills	Good computer literacy, including Microsoft Office packages, CRMs, and social media platforms.	✓	
Skills	Good organisations skills, with the ability to keep accurate records.	✓	
Skills	Ability to prioritise and effectively manage a workload.	✓	
Skills	Confident in presenting at large events/meetings.	✓	
Experience	Experience of using Canva to produce both online and printed media.		✓
Experience	Experience of working within the voluntary, community and social enterprise (VCSE) sector.	✓	
Experience	Experience of liaising, working with and networking effectively with a range of partners and other agencies.	✓	
Experience	Experience communicating with people from a wide range of backgrounds.	✓	
Knowledge	An understanding of the faith sector, in particular an understanding of the Church of England.		✓
Attitude	Sympathetic to the Christian values and ethos of Greater Together Manchester.	✓	
Attitude	A non-judgmental and positive attitude towards people who are in need and a passion for tackling poverty, deprivation, and injustice.	✓	
Attitude	A strong commitment to equality and diversity.	✓	
Other	The ability to travel independently around Greater Manchester.	✓	

*Our offices are currently based in Manchester City Centre but are expected to move to Bury town centre in early 2023.

JOB APPLICATION GUIDELINES

Information on Completing the Application Form

The information you provide in your application form is the ONLY information we will use in deciding whether you will be shortlisted for interview.

Your application form is therefore very important, and the following advice is designed to help you complete it as effectively as possible.

Do not send any additional documents (e.g., CVs) as the shortlisting panel will not be able to use them in their decision making.

Planning Your Application Form

Before filling in the application form, please read the information pack carefully

- Please look at all the information so that you know what the job involves and understand the range of skills and expertise required.
- Every vacancy is based on a **job description** and **person specification**, which lists the main duties of the post and describes the skills, experience, and qualifications we are looking for.

Using the Job Description and Person Specification:

- The person specification is the list of requirements regarded as necessary for the role.
- The most important question in the job application is the one that asks, "Using the job description and person specification, please tell us about your experience, skills and knowledge, and explain why you think you are suitable for this role." **You need to tell us about how you meet each of these requirements and use examples from your previous roles.**
- Try not to repeat yourself by using just one area of your experience, you should tell us about past and present jobs and interests. **Remember that voluntary work can be just as valuable as paid employment.**

Completing the Application Form

- Please fill in the application form as clearly and as fully as you can so that we have all the information we need.
- If you have any disabilities or need assistance in completing the form, please let us know and we will be happy to help you.
- We would be grateful if you could fill in the Equal Opportunities Monitoring Form – but this is not compulsory. The information on the Monitoring Form will not be seen by the shortlisting or interview panel.
- Please send your application form in on time – applications received after the closing date may not be considered.
- Remember to keep a copy of your application form.

Closing Date

Completed application forms should be returned to Greater Together Manchester by 5pm on the closing date given on the advertisement.

You should send your completed application form to: recruitment@greartertogethermanchester.org